SCIS User Guide

Processors

V1.9

Receiving, splitting and blending Seed Lines

Creating and reverting MD Lots

Initial MD Lot labelling and confirming weight

Re-labelling MD Lots

Requesting a lab test for a MD Lot

New Zealand Seeds Authority

NZSA's mission is that through effective policy and governance, New Zealand has professionally and efficiently managed seed certification schemes delivering product that meets all statutory and regulatory standards.

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Table of Contents

- Suggestions for getting the most out of this Guide

The 'lifecycle' diagram on the following page (to be read from bottom to top) provides an overview of how a Processor uses SCIS functionality to:
** Manage FD Seed*
** Manage Seed Lines and create MD Lots*
** Manage MD Lots through labelling, re-labelling and lab testing*

- If you want to read about MD Lot actions and labelling in SCIS, and already understand SCIS screens and functionality:
  - Go first to **Section 4 - Manage MD Lots in SCIS** - (this describes the lifecycle of a MD Lot in SCIS and how to manage individual label orders—known as Container Lines)
  - Then read the following sections.
- If you're new to SCIS or would like to increase your understanding, read **Section 1- Introduction to SCIS**
- If you want to understand how to perform complex splitting and blending, read **Section 3 - Managing Seed Lines – Splitting and blending, creating MD Lots**
- **Section 8 - Release process** describes how MD Lots are Released in various scenarios.
- **Section 9 - Variety Register** describes how to view the SCIS Variety Register.

*For further information about the key steps and activities that occur during a crop's growing season, please read the **Grower's User Guide**. SCIS displays information about many of these activities when you view the crops within a MD Lot.*

*For further information about the activities performed by a Merchant at the start of a crop's growing season and during Release, please read the **Merchant's User Guide**.*

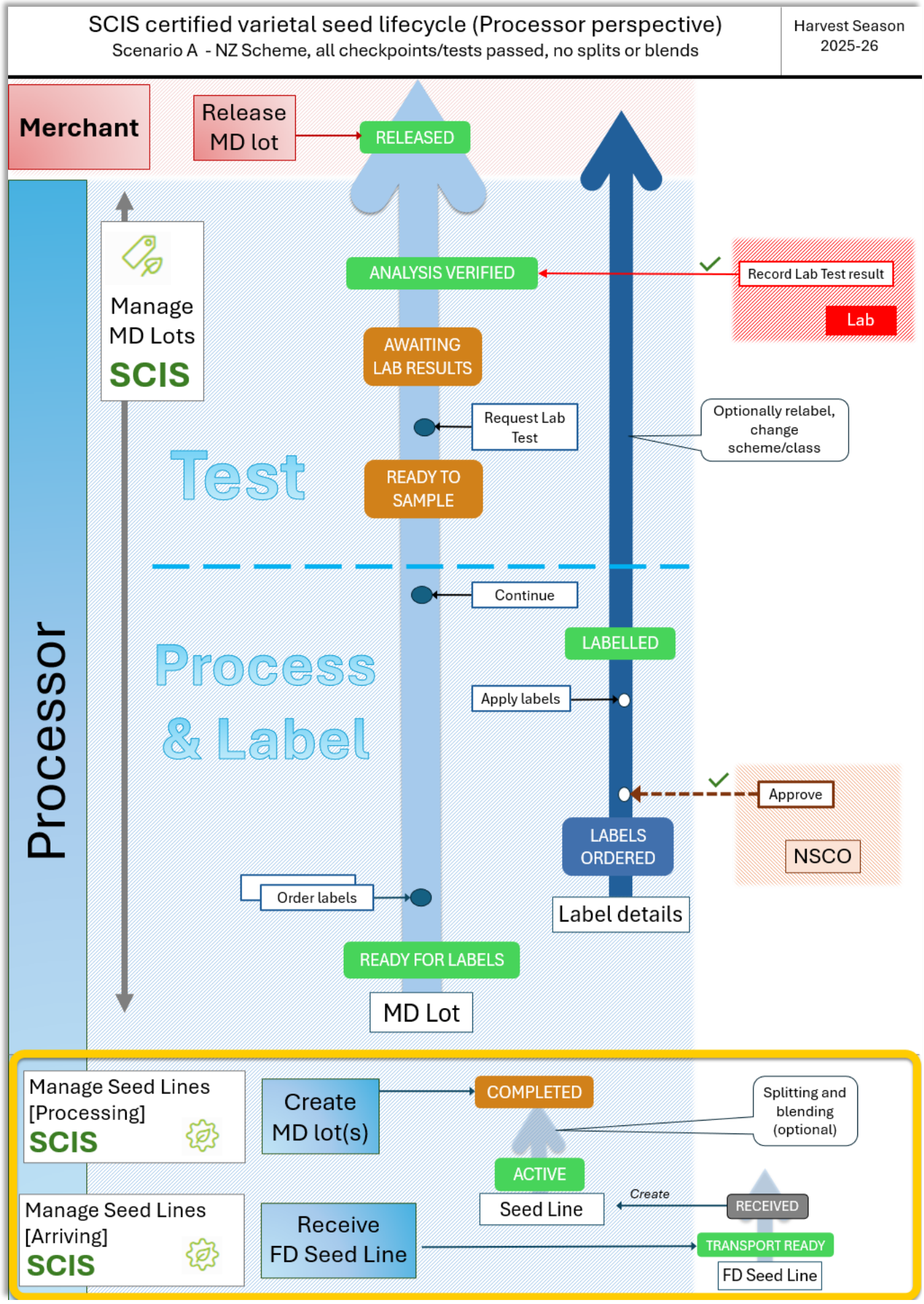


Figure 1 - Processor overview

1 Introduction to SCIS

- SCIS Overview and Processor screens
- Icons and common functions, key terminology
- Certified varietal seed crop – milestones and checkpoints
- Certified seed crop visibility and traceability
- Understanding how the Grower plans and plants crops, submits Grower's Applications for approval, harvests and sends crops to a Processor

1.1 Welcome to the Seed Certification Information System (SCIS)

1.1.1 About this User Guide

This User Guide shows:

- the features that are available in SCIS for Processors
- how to access these services
- the basic steps for completing actions in SCIS, including what you will see on screen.

We will update this Guide as we add enhancements to SCIS. Make sure you are using the most up-to-date version.

Find the latest version of the User Guide on the NZSA Help website: https://guide.nzseedsauthority.com .

All screenshots (images of what you will see on the screen) use example or test data.

1.1.2 Using search in this Guide

If you want to find something in this Guide, you can either:

- see if it is in the list of contents above or
- open the document on your computer (if you open it from the link on the NZSA Help website, it will usually open in a web browser). Then use the keyboard shortcut [Ctrl + F] which should display the 'Find' box, and you can search for key words there.

Some of the images in this Guide are small and detailed. When you open the Guide, your web browser will usually have a magnifying function to let you zoom in and see the detail in images.

1.1.3 SCIS Overview

The Seed Certification Information System (SCIS) is the online system for tracking and managing the seed varietal certification process and is used by all industry participants and stakeholders involved in this industry.

SCIS is used to:

- register new varieties and variety production rights (VPRs)
- enter crops into four supported varietal certification schemes
- track seed crops through the various stages of growing, processing and certification related activities
- perform independent verification and Regulator (MPI) tasks

SCIS is designed so that you can allow multiple users to access and manage your seed crop information, each with their own log in.

If you think there has been suspicious activity using your personal or organisation's commercially sensitive information, contact us immediately.

Contact for NZSA SCIS User Guides:

patryan@nzseedsauthority.co.nz

Phone: 027 4421021

1.1.4 Accessing SCIS

You can access SCIS from the NZSA website:

https://nzseedsauthority.com

1.1.5 Technical requirements

Technical requirements	
Operating systems	• Please use a recent version of a modern web browser and device when accessing SCIS. • People note some functionality might be slightly varied on devices with a smaller screen size.
Internet connections	You will need a high speed internet connection or broadband.

1.1.6 Contacting the AsureQuality Seed Certification Bureau

Contact details	
Primary email address	seed@asurequality.com
Email address for additional help with SCIS	scishelp@asurequality.com
Team Leader phone number	+64 6 351 7962
Administration	+64 6 351 7909 or +64 6 351 7904
Postal address	PO Box 609, Palmerston North Central, Palmerston North 4440
Courier address	Batchelar House, 80 Tennant Drive, Palmerston North 4410

1.1.7 The SCIS Processor screens and how they are used in seed varietal certification

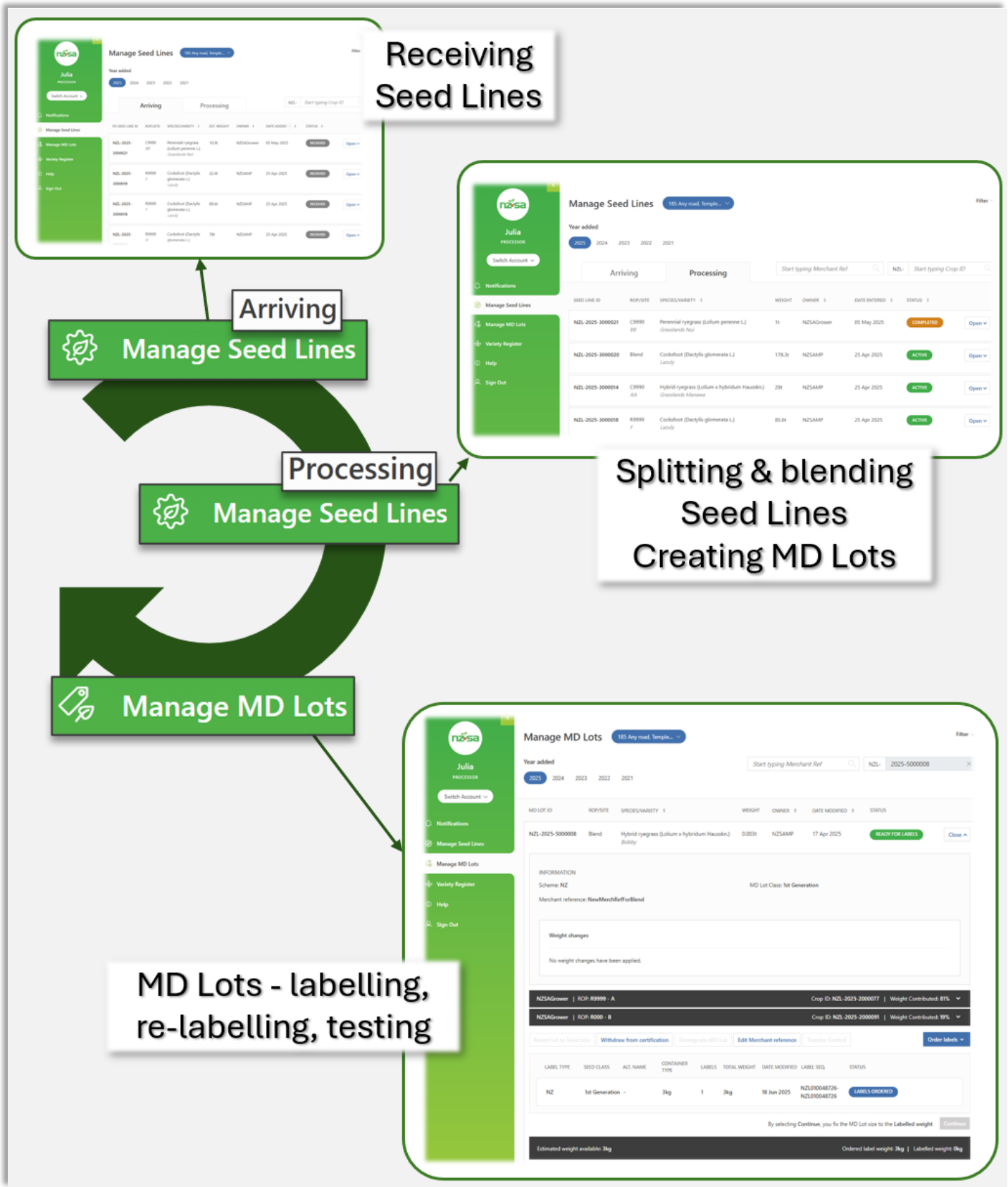


Figure 2- Overview of Processor functionality in SCIS

1.2 Terminology in SCIS

The following table sets out words used in SCIS and what they mean in the context of managing certified seed varietal crops.

Glossary of words used in SCIS	
Region of Production (ROP)	A named location that contains Production Sites and is owned by a Grower. It is roughly equivalent to a farm outside of SCIS. A ROP has a physical location but is not mapped (i.e. it does not have any geospatial coordinates). Functionality within SCIS automatically calculates the appropriate area to show on a map so that all Production Sites within a ROP are displayed. Individual Production Sites within a ROP may be leased by different Growers. ROP names are in the format [annnn] e.g.C9900, E345, A54.
Production Site (ProdSite)	A named polygon that is mapped and therefore has geospatial coordinates — Production Sites are in many ways the heart of SCIS. Also known as a paddock outside of SCIS. Production Sites are created and managed using SCIS mapping functionality. Seed crops (both certified and non-certified) are grown within Production Sites. Overlapping Production Sites are fully supported, but only one crop can be grown at a time in any given location (excluding Undersown crops).
Site History	A record of the certified and non-certified crops that have been grown in a particular Production Site. Each Production Site has Site History, based on its geospatial coordinates, with Site History records automatically being inherited from any overlapping Production Sites.
Grower's Application	An application entered by a Grower for a certified varietal seed crop. Each application is for a specific harvest class and certification scheme e.g. OECD - Basic. A Grower's Application is for a crop in one harvest season. Crops may be re-entered to create a new Grower's Application in a subsequent harvest season. SCIS Crop ID NZL-2026-2[nnnnnn]
History and Isolation Checks	The SCIS system will automatically check the harvest scheme's history and isolation rules for each new Grower's Application. Scheme rules are specific to a Species and Class and in a few cases may also be specific to a particular Variety.
Field Dressed Seed Lines (FD Seed Lines)	A Field Dressed Seed Line (FD Seed Line) contains the seed from a harvested crop. The crop stays in the 'field dressed' state until it moves to a Processor. SCIS FD Seed Line ID NZL-2025-3[nnnnnn]
Seed Lines	A Seed Line is a line of seed that is being processed at a Processor. The Processor can Split, Blend and make MD Lots from each Seed Line. SCIS Seed Line ID NZL-2025-3[nnnnnn]

Machine Dressed Lots (MD Lots)	A Machine Dressed Lot (MD Lot) is the finished Seed Line in individual containers sealed with an official MD Lot label. SCIS MD Lot ID NZL-2026-5[nnnnnn]
MPI Approved Organisation (MAO)	Only MPI Approved Organisations are allowed to perform specific functions in SCIS. The two types of Organisation that can be MAOs are Merchants and Processors.
Variety Production Right (VPR)	A Merchant enters a VPR in SCIS to confirm that they have rights to grow and harvest a particular species and variety in one or more Harvest Seasons. Each VPR must be approved by the National seed Certification Office (NSCO) which is operated by AsureQuality on behalf of the seed industry. When a Merchant links Growers to a VPR, it tells SCIS that these Growers will be growing this variety in the current Harvest Season for this Merchant.
Grower Production Right (GPR)	When a Merchant links a Grower to a VPR, SCIS creates a GPR. SCIS uses GPRs to build a list of potential crops for each Grower – available as a dropdown when the Grower is preparing to assign a crop to a Production Site.
Crop Owner	A SCIS Organisation that has an ownership relation with a crop and can therefore view crop progress and details within SCIS. A Crop Owner is usually a Merchant - but may also be a Grower for Public varieties e.g. Grasslands Nui. Ownership may be transferred at certain stages of the crop lifecycle.
Independent Verification Authority (IVA)	A MPI-appointed Independent Verification Authority (currently AsureQuality) performs verification activities at key points in the certification lifecycle.

1.3 Screen navigation, icons and common screen functions

1.3.1 Layout and components of a typical SCIS list/table screen

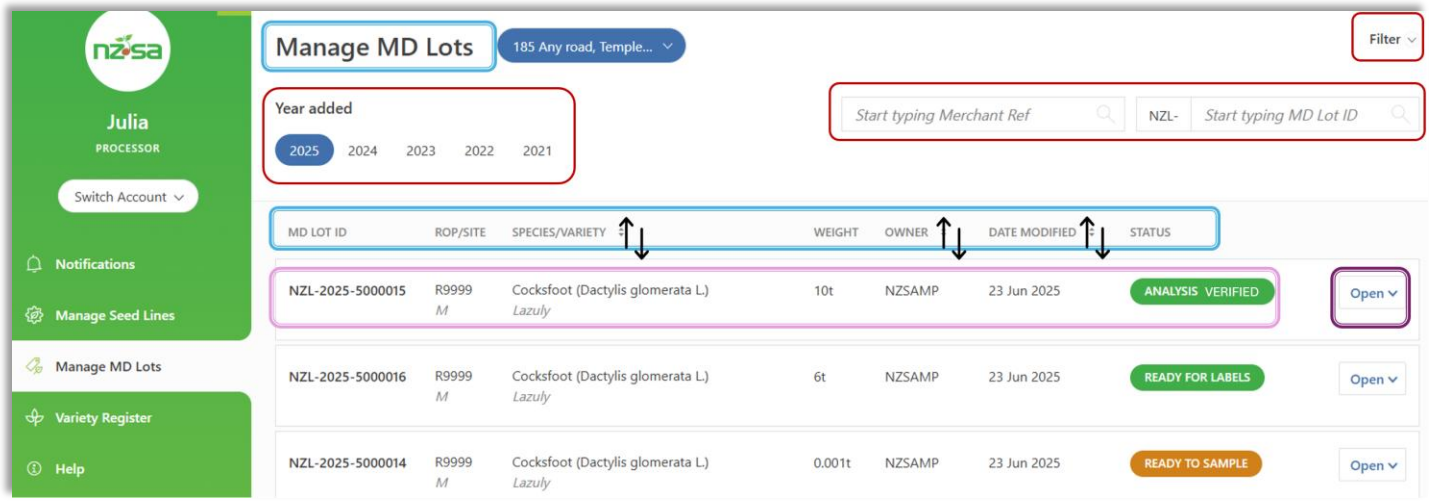


Figure 3 - Typical SCIS screen

Screen component(s)	Description
	Screen title and column titles for list / table.
	Various mechanisms that provide powerful filtering and selection options. The Filter dropdown is described in more detail below.
	Selected tab (some screens only – not shown above).
	An individual row of data in the list/table.
	Button to open a row – to see more detail. Rows on some screens may be opened further to display even more information.
↑↓	These columns are sortable (ascending and descending).
	See example on next page. Detailed information displayed when the Open button is clicked for a row in the list/table.

1.3.2 Manage MD Lot screen with an opened row

The **Manage MD Lots** screen shows multiple sub-sections when an individual MD Lot row is opened.

Sub-sections of the Manage MD Lots screen (see image below)	
1	MD Lot summary information, weight changes, sampling and testing history, label summary, release. Information is added as the MD Lot progresses through its lifecycle.
2	Summary row(s) for the crop(s) that make up the MD Lot. Each crop row can be opened to show detailed information about each crop, including Production Site map.
3	Actions (buttons).
4	Label details – one row per label request.

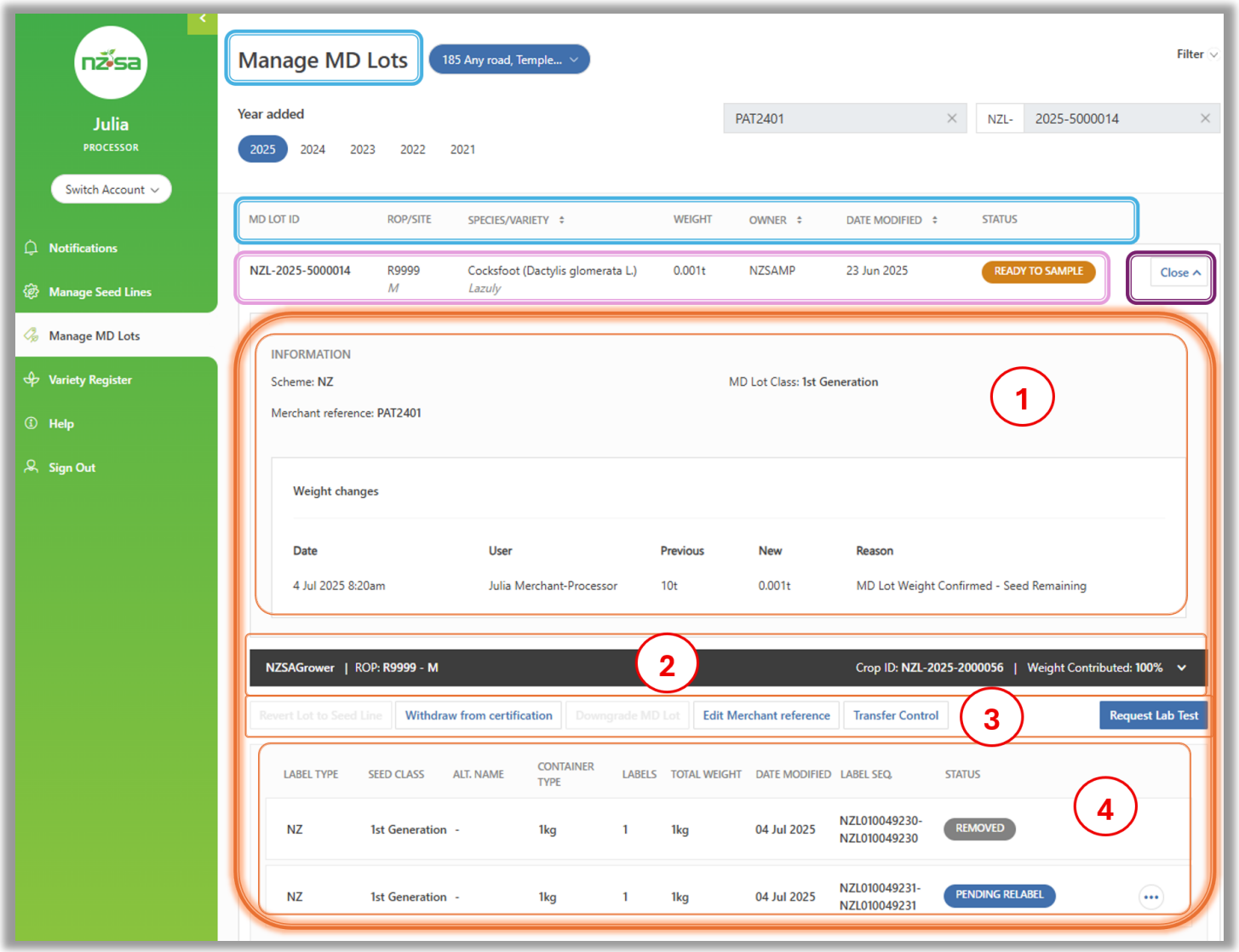


Figure 4 – Manage MD Lots screen with opened row

1.3.3 Filtering

Clicking the **Filter** button at the top right of each screen opens the Filter pane, as shown below.

One or more of the filter options can be used to filter the table/list.

Scroll long dropdown lists using the grey bar to the right of the list.

The dropdown list for fields that say 'Start typing…' will only display five entries—keep typing to see more specific results.

Click **Apply Filter** to see the updated list/table of data.

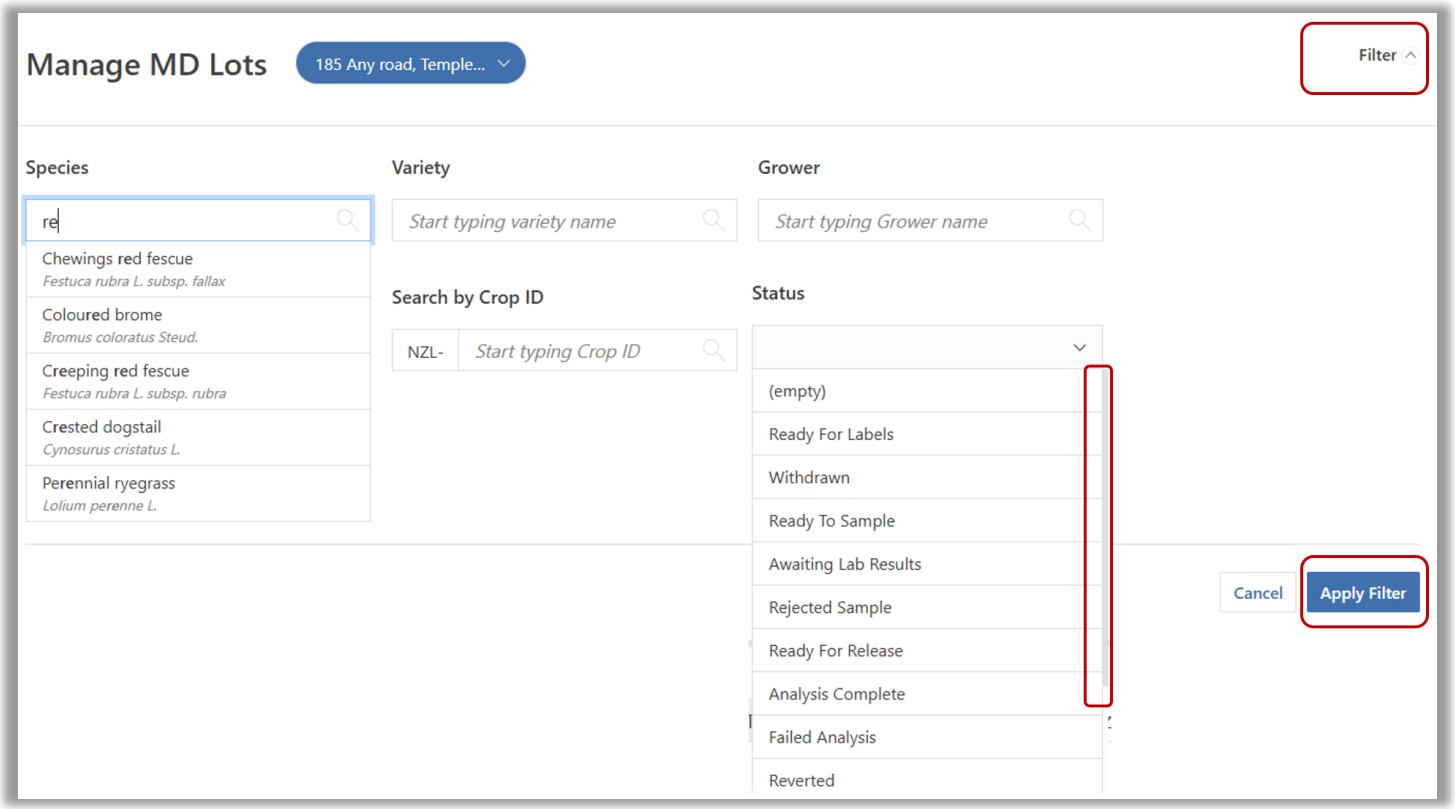


Figure 5 - Filter pane

Icons and common functions

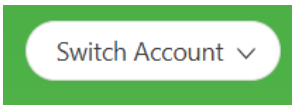
This section shows how to use common functions found throughout SCIS.

View the expanded left-hand navigation pane

- If you can't see the full expanded navigation pane, click the arrow at the top right of the pane.

First name and role

- The top line of text underneath the NZSA logo displays the first name of the signed-in user.
- The second line of text displays the user's current role — note that this is always one of the Organisation's role(s).
- If the Organisation has multiple roles, the Switch Account button allows a user to change to a different role.

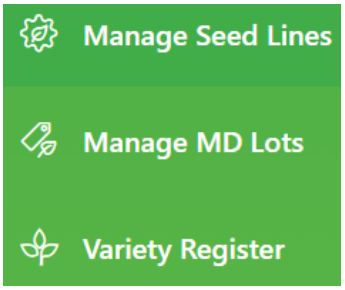


Navigation pane

- After Sign in, the **Notifications** page is displayed. SCIS uses notifications to inform an organisation about key activities and actions within SCIS that affect them.

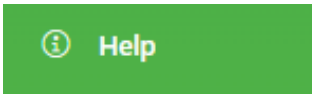
Other menu options in the Navigation pane are:

- **Manage Seed Lines** to:
  - Receive FD Seed, Split/blend Seed Lines and create MD Lots
- **Manage MD Lots** to:
  - Order labels, request a lab test, relabel.
- **Variety Register t**o view a list of varieties registered in SCIS. Only registered varieties can be grown for a certified varietal seed crop.



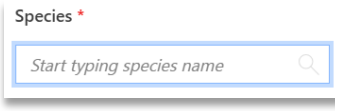
Help

The Help menu option is always available in SCIS. This provides a link to the NZSA Help website: https://guide.nzseedsauthority.com .



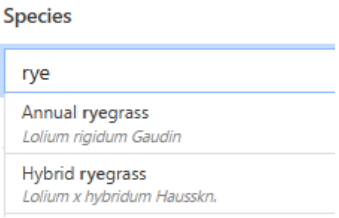
Mandatory fields

- Fields with a red star by the field label must be completed before you can save your work.



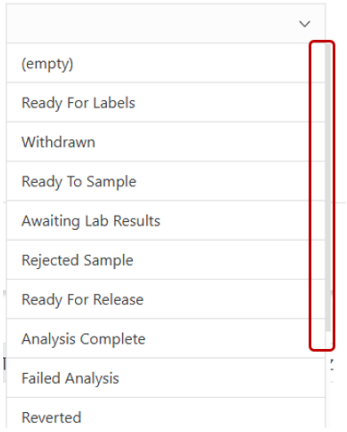
Display or select from a list without a dropdown arrow

- Start typing the name or option you are looking for. Note: there may be a small delay before the list appears.
- The typed characters can appear anywhere in the value you are looking for.
- After the first two characters have been typed, the selection box appears with a filtered list of available values.
- The selection box only displays five entries—continue typing to see more specific results.
- Once you have found your choice, click to select it.



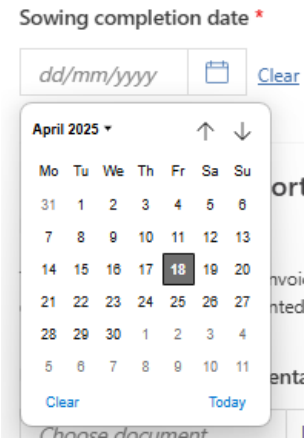
Display or select from a list with a dropdown arrow

- If there is a dropdown arrow, click it and select your choice.
- Long lists have a small grey scroll bar at the righthand edge.



Add a date

- Click the calendar icon to display the calendar.
- Click up or down arrows to move backwards or forwards one month.
- Click the arrow beside the Month / Year to select any year / month / day.
- Click on a date in the calendar to select it.



Mouse Controls for SCIS maps

Left button

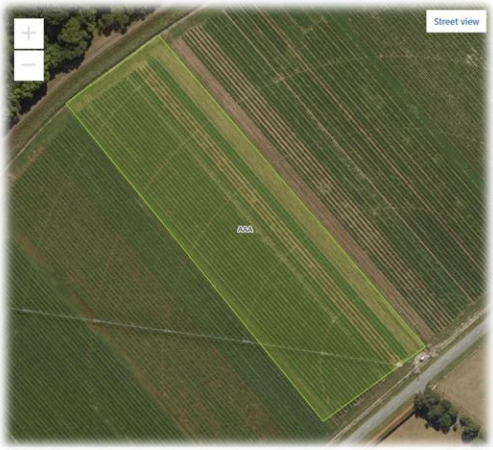
- Click and hold to move the map.
- Double-click to zoom into the map (use the scroll wheel to zoom out again).

Scroll wheel

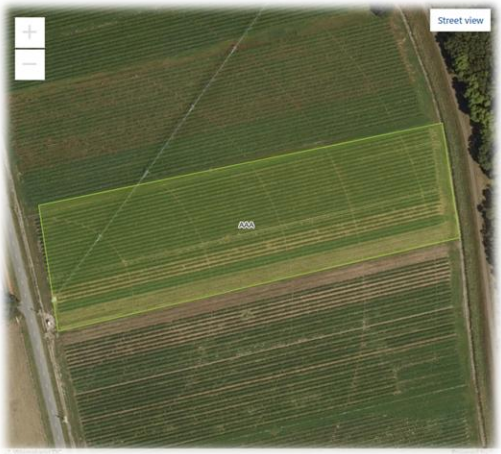
- Zoom the map in or out.

Right button

- Click and hold to rotate the map.



And after rotating with the right mouse button...



1.4 Organisation roles and Users

1.4.1 SCIS Users

Each SCIS user belongs to an Organisation in SCIS.

1.4.2 Organisation roles

SCIS Organisations must have at least one role and may have multiple roles.

Industry roles and descriptions	
Grower	Produces seed crops. Sows seed, maintains and harvests production sites to create Field Dressed seed lines. May own one or more Regions of Production, or lease individual Production Sites.
Merchant	Contracts Growers to produce seed for domestic and international market requirements. Must also be a MPI Approved Organisation (MAO).
Processor	Either: ❖ Receives, cleans, packages, labels and stores seed produced by Growers Or: ❖ Packages, labels and stores seed previously processed by another Processor Produces MD Lots. Must be a MPI Approved Organisation (MAO). May have multiple processing locations.

Administration and Regulatory roles and descriptions	
NSCO	National Seed Certification Office — performs the administrative functions of SCIS. Operated by AsureQuality's Seed Bureau.
MPI	Ministry for Primary Industries — approves final verification and release of MD Lots labelled with OECD and OECD-EU labels. MPI are the Nationally Designated Authority and Regulator for the OECD and OECD/EU certification schemes.
IVA	Independent Verification Agency — provides SCIS system administration, services, inspection and official verification of seed crops entered into SCIS.
FISP	Field Inspection Service Provider — inspects crops during the growing season to ensure they meet the required rules, regulations and standards of the applicable certification schemes.
LTSP	Laboratory Testing Service Provider — tests MD Lots to ensure they meet the required seed certification scheme seed lot purity and germination standards.

1.4.3 Organisation and User Registration

NOTE: SCIS Registration is described in more detail in the document *SCIS Initial Registration Guide* which you can find on the NZSA Help website: https://guide.nzseedsauthority.com.

AsureQuality's Seed Bureau currently manages all registration requests.

All Organisations currently active in seed varietal certification should already exist in SCIS.

Individual new users (of an existing organisation) or users in a new organisation should contact the AsureQuality Seed Bureau team to request registration.

Please see Section 1.1.6 - *Contacting the AsureQuality Seed Certification Bureau*.

Supply:

- the name of your business entity (Organisation)
- family name and first name for each individual user
- email address for each individual user (this will be the user's sign-in / login / user id)
- contact phone number (mobile is preferred) for each individual user

Each user will receive an email with a link to a screen that allows them to set their login password. Please note the requirements for defining a strong password.

If you don't see the email after a few minutes check your Junk/Spam folder.

If the link does not take you to the password entry screen, please contact AsureQuality. They will reset the user, and a new email will be sent.

After successfully entering the password, and clicking Create, a new user will be shown the SCIS User Agreement prompt. Open the user agreement document by clicking on the *SCIS User Agreement.pdf* link. Read the terms and conditions on screen or print them and read them.

Click the small box to confirm, then click Submit. SCIS proceeds to the normal SCIS Home screen.

1.5 Certified varietal seed crop – key milestones and checkpoints

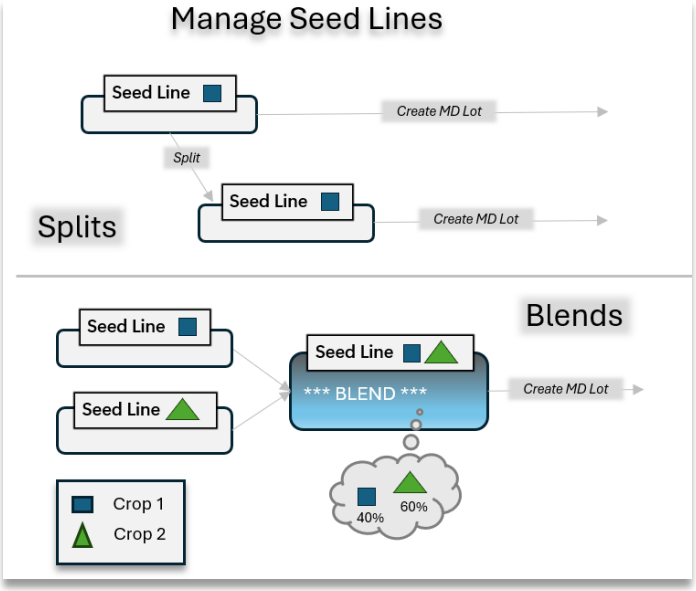
1.5.1 On farm

As soon as a certified crop is entered into SCIS via a Grower's Application, SCIS starts a timeline to track key milestones. This timeline progresses while the crop is being grown and harvested.

Certified Seed Crop milestones and checkpoints – on farm		
Crop is growing		Information is initially provided to SCIS via the 'Assign a variety to a Production Site' action and then by data entered in the first steps of a Grower's Application. SCIS allocates a Crop ID. Information is added to the timeline at key milestones.

Crop is harvested		The final checkpoint information is added to the timeline.
Field Dressed (FD) Seed Line	ACTIVE	One or more Field Dressed (FD) Seed Lines now contains the crop.
FD Seed Lines are ready to be sent to the Processor or already on their way.	TRANSPORT READY	
Seed Lines arrive at the Processor	RECEIVED	FD Seed Lines become Seed Lines once at the Processor.

1.5.2 At the Processor

Certified Seed Crop activities at the Processor	
Seed Crop activities (Splitting, Blending, Creating MD Lots)	
MD Lot activities (Labelling, Testing)	READY TO LABEL AWAITING LAB RESULTS ANALYSIS VERIFIED

1.5.3 Release

The final step is to Request Release of the MD Lot. This action is performed either by the Merchant or by the NSCO (see Section 8 - *Release process)*.

1.6 Certified seed crop visibility and traceability

In addition to the timeline described in the previous section, SCIS collects and displays detailed information about the crop and its production. This information is added to, while the crop is being grown and harvested.

At harvest, the crop leaves the Grower and is transformed into Seed Lines and then MD Lots.

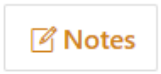
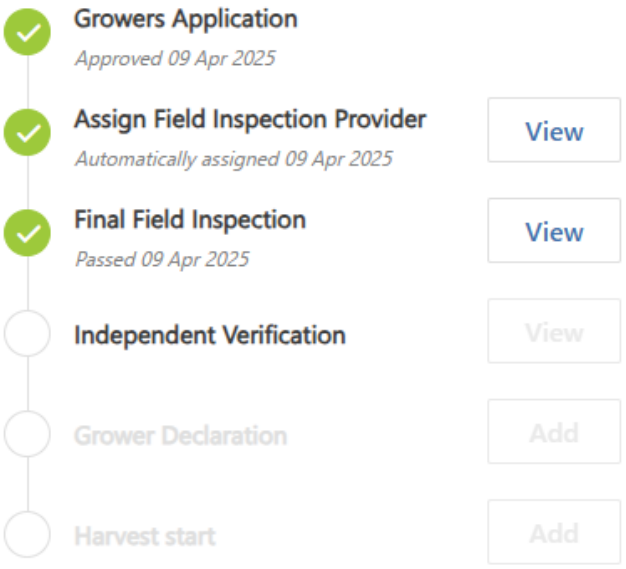
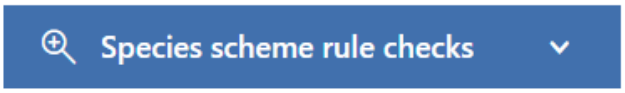
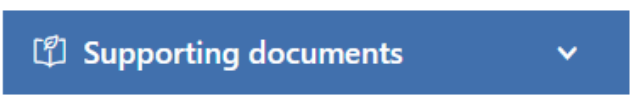
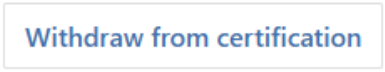
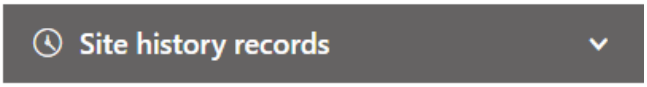
The detailed crop information is retained and associated with the Seed Line or MD Lot - and is always available to be viewed by the Owner and the Processor. The Owner is a Merchant if the crop is a proprietary variety.

The Grower is also able to view this information – but only for Seed Lines and MD Lots that consist entirely of crops grown by them.

A Processor may create a new Seed Line by blending two Seed Lines containing crops from two different Growers. That new Seed Line and any crop information and MD Lots associated with it are not visible to either Grower.

All authorized users have the same full view of the crop – whether it is still growing, harvested, partially or fully processed.

Certified Seed Crop information	
Header showing Species and Variety	Hybrid ryegrass - Grasslands Manawa
Production Site details (name and geospatial details) – displayed on the right of the screen	

Summary of planned crop details	**Pro** Originally submitted: **09 Apr 2025** Crop owner: **NZSAMP** Perennial / annual: **Perennial** Scheme: **OECD** Seed class to be harvested: **1st Generation** Crop Certification Year: **2026**
Details of seed sown	Seed class sown: **Nucleus (OECD)** Seed sown reference numbers: **1** Total seed sown: **200kg** Date sown: **01 Feb 2025** Crop ID: **NZL-2026-2000006** Production Site Area: **6.2902ha**
Optional Notes added at various stages	
Timeline showing key milestones for the crop, including status after each milestone and related information	
Expandable section with results of History and Isolation checks for the crop	
Expandable section containing uploaded documents.	
Available actions for this crop (as buttons)	
Expandable section with all site history for the Production Site (includes this crop).	

1.7 Growing Public Varieties ('Publics' also known as 'Commons')

1.7.1 Public variety scenarios and SCIS 'Crop Owner' implications

	Crop Owner	Notes
Crop **is not** a Public variety	Merchant	Grower can only Assign a seed crop variety to a Production Site once the Merchant (Crop Owner) has given the Grower the right to grow the variety.
Crop **is** a Public variety. Grower Assigns the variety to a ProdSite by selecting it from the **Public Varieties** tab on the Assign popup.	Grower	No Merchant is involved in the crop. Public Varieties are always available for Assignment by a Grower to a ProdSite via the **Public Varieties** tab.
Crop **is** a Public variety - BUT Grower has Assigned the variety to a ProdSite by selecting it from the **Available Varieties** tab on the Assign popup.	Merchant	Grower can only Assign the seed crop variety to a Production Site once the Merchant (Crop Owner) has given the Grower the right to grow the variety.
Crop **is** a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the **Public Varieties** tab on the Assign popup. Grower transfers ownership of the crop to a Merchant before harvest.	Grower *then* Merchant	
Crop **is** a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the **Public Varieties** tab on the Assign popup. Grower transfers ownership of the crop to a Merchant after harvest.	Grower *then* Merchant	*Currently not possible but functionality will be added to SCIS in the future to support this.*

1.7.1.1 Releasing the MD Lot(s)

includes information about the Release process for Public varieties where the Grower is the MD Lot owner.

- Receiving FD Seed Lines
- Uploading Transport Notices and Grower Declaration

2.1 Overview of FD Seed Lines and Seed Lines in SCIS

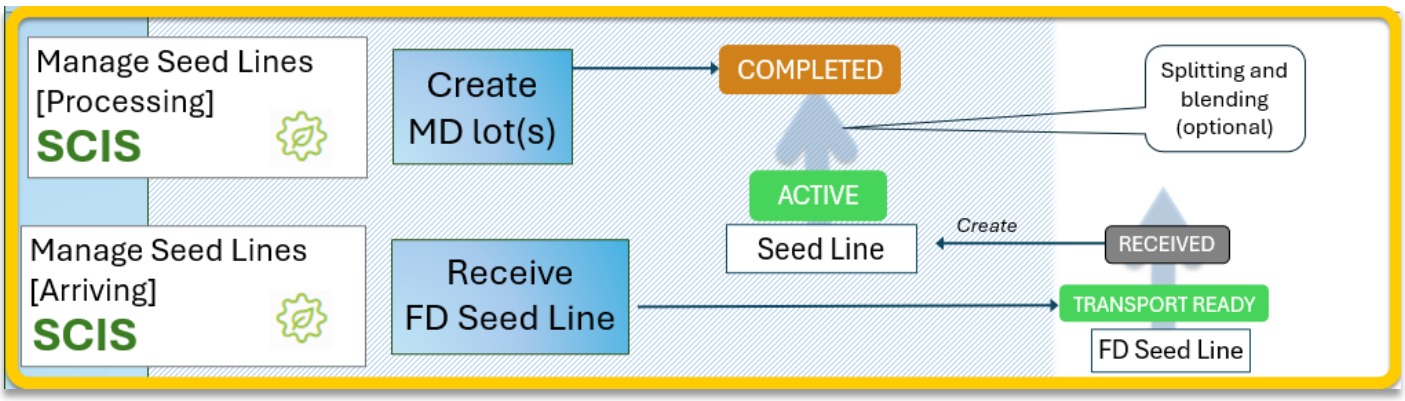
As shown in the diagram below, FD (Field Dressed) Seed Lines are managed on the **Arriving** tab of the Processor's **Manage Seed Lines** screen and initially have a status of TRANSPORT READY.

The Processor performs the 'check in' / 'Receive' action which:

- changes the FD Seed Line to RECEIVED status
- automatically creates a Seed Line—with status of ACTIVE

All further actions are performed on the **Seed Line** using the **Processing** tab.

Note: The FD Seed Line and Seed Line share the same ID (NZL-[yyyy]-[3nnnnn] e.g. NZL-2025-3000071.



2.2 Receiving FD Seed Lines

When a Grower creates a Transport Notice for a FD Seed Line, that FD Seed Line automatically appears on the Processor's **Manage Seed Lines** screen—**Arriving** tab. **Year added** is always set to the current year.

The FD Seed Line has a status of TRANSPORT READY.

Once all the seed for the FD Seed Line has arrived at the Processor, the Processor knows the total weight of the FD Seed Line and is able to 'check it in' or 'Receive' it.

Each FD Seed Line arrives at the Processor with one critical document: a Transport Notice which includes a signed Grower Declaration. A signed Transport Notice must be uploaded to SCIS as part of the 'Receive' process. There may also be additional Transport Notices with each additional load and these must also be completely filled out and signed. In most cases additional transport notices are optional to upload.

The Receive process does two key things:

- It changes the **FD Seed Line** from TRANSPORT READY to RECEIVED.
- It creates a **Seed Line** from the **FD Seed Line**.

Further activities—Splitting, Blending, creating MD Lots —are performed on the Seed Line. The FD Seed Line remains in RECEIVED status and is not normally changed after this point.

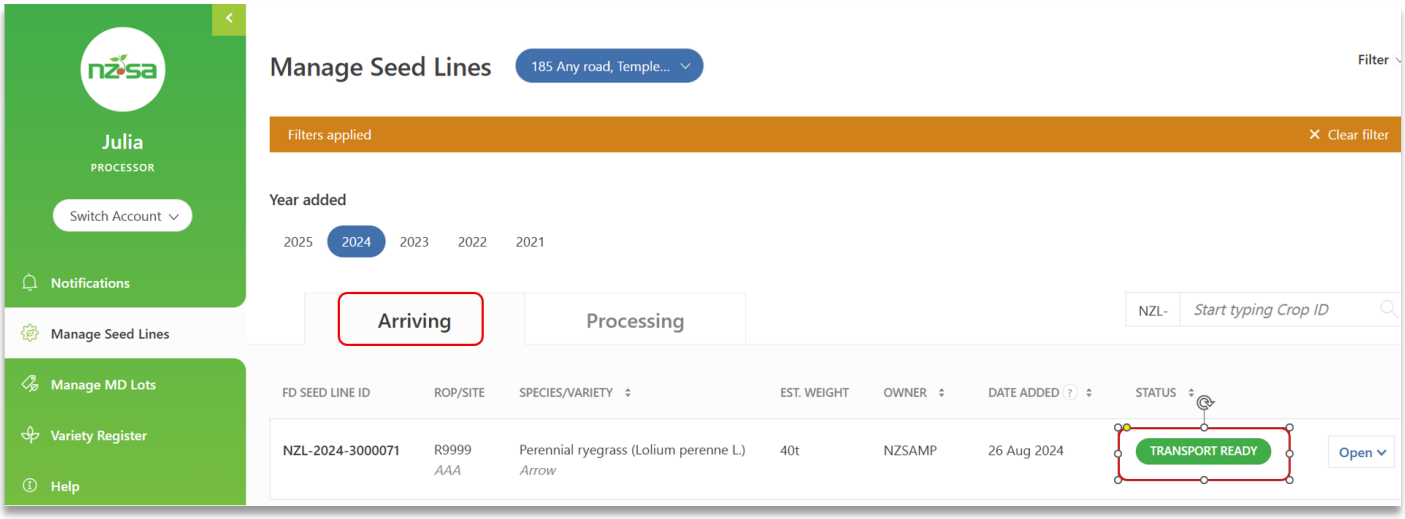
2.2.1 Late seed arrival

In a normal transport scenario, the Processor waits for the FD Seed Line to be completely delivered, performs the 'Receive' step and then proceeds with Seed Line activities.

In some situations, the Processor may receive a late load after a FD Seed Line has already been received. SCIS supports this real-world scenario by allowing the Seed Line weight to be adjusted and late Transport Notices to be uploaded. This is described in Section 2.8 - *Receiving a late load*.

2.3 Identifying Transport Ready FD Seed Lines

FD Seed Lines that have arrived from the Grower (or are in the process of arriving) have a status of **TRANSPORT READY** and are found on the **Arriving** tab of the Manage Seed Lines screen.



You can use Filters to easily identify these entries as shown below.

Check that the **Year added** selector is set to the current year, and the **Location** selector is set to the appropriate location.

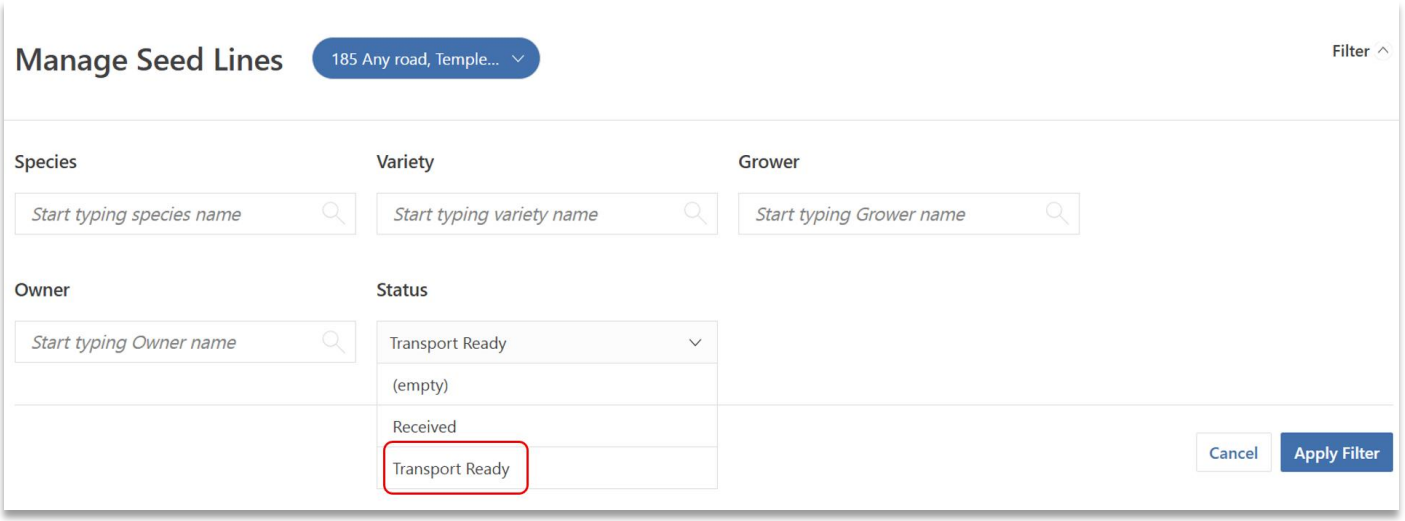
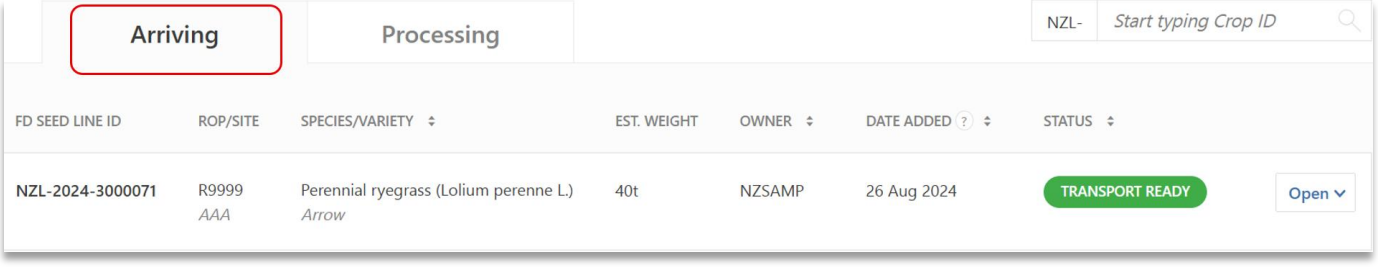


Figure 6 – Manage Seed Lines Filter options

Each FD Seed Line row contains summary information about the FD Seed Line as shown below.



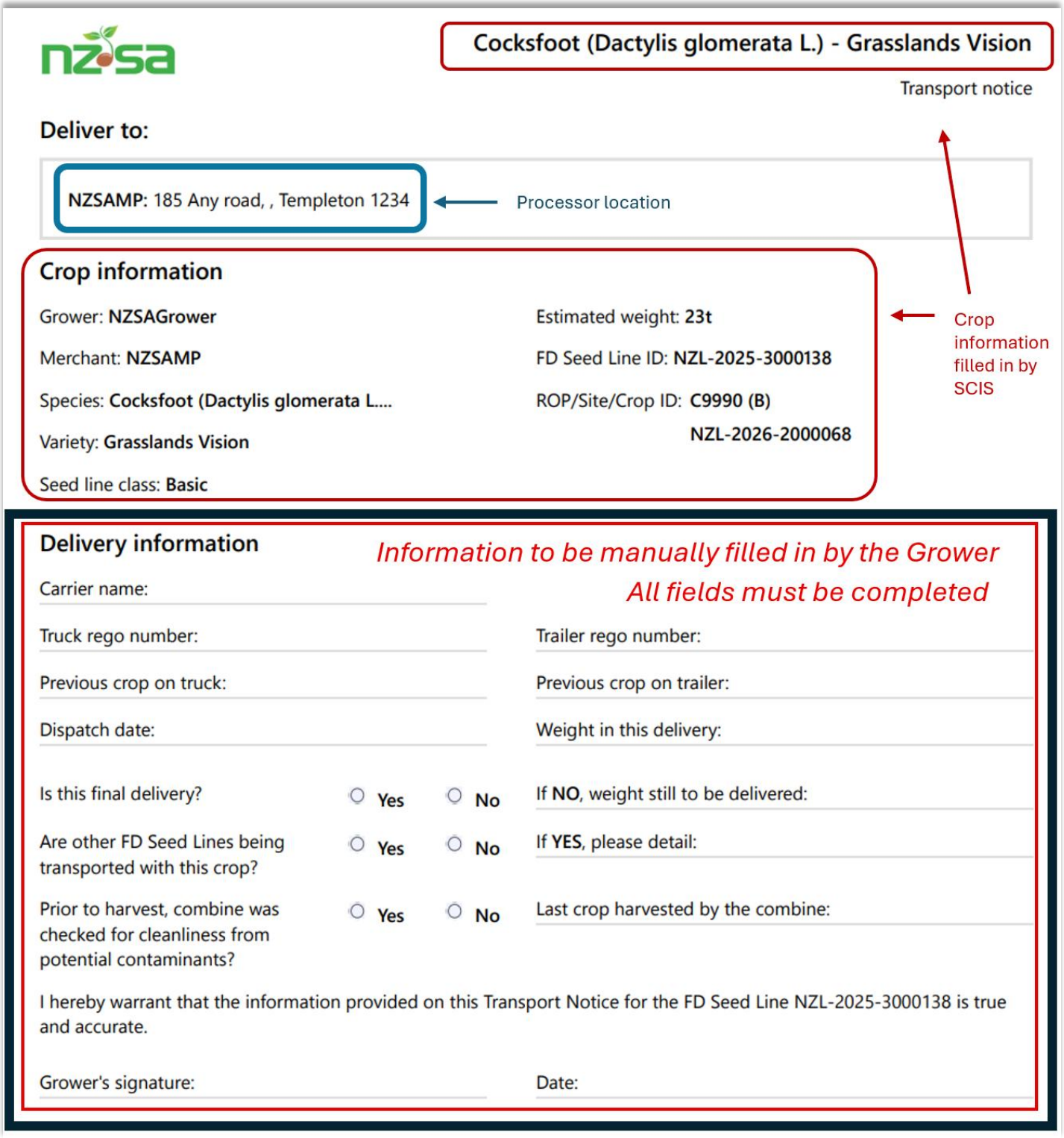
2.4 What is a Transport Notice?

A Transport Notice is a form that the Grower must print and fill out (and give to the driver) for every load that a Grower sends to a Processor.

The form contains key details about the crop harvest and the transport for that particular load.

All fields *must* be completed, and the Grower must sign to confirm that the information provided is true and accurate.

The image below shows the different sections of a SCIS Transport Notice.



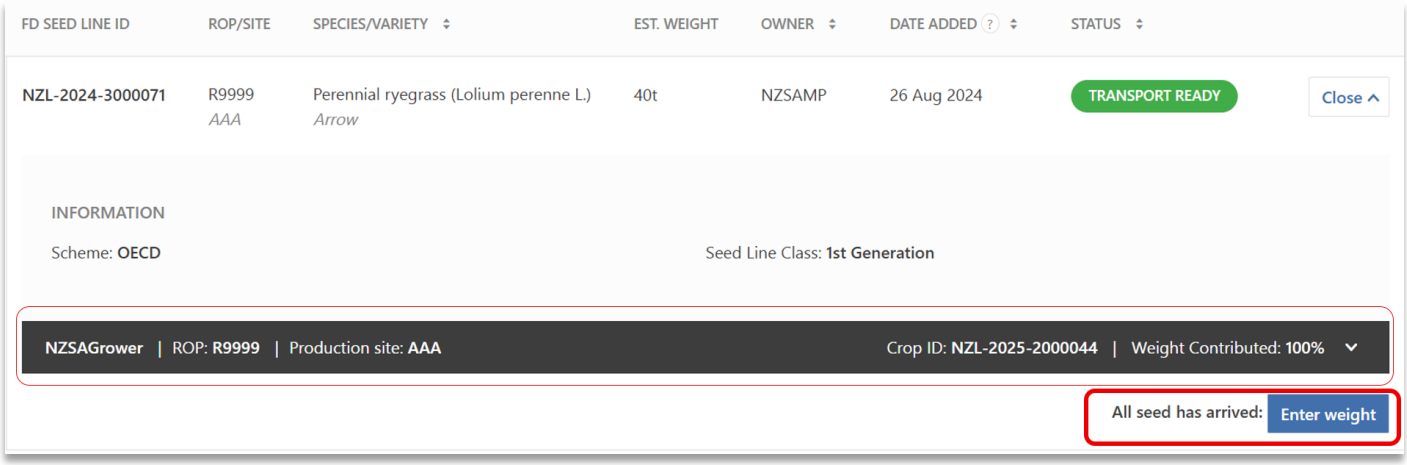
2.5 Summary of the Receive process

This process:

- Is executed by the 'All seed has arrived: **Enter weight'** button on an opened FD Seed Line row.
- Confirms the FD Seed Line weight as received by the Processor.
- Adds Merchant Reference (if required) to the FD Seed Line.
- Confirms that the Processor has received the relevant paperwork along with the FD Seed Line. Paperwork consists of a signed Grower Declaration and one or more Transport Notices.
- Uploads the appropriate documents.
- Changes the FD Seed Line status to RECEIVED.
- Creates a Seed Line in ACTIVE status, ready for processing activities.

2.6 Confirming the Seed Line weight, entering Merchant reference and other details

Open the Seed Line row.

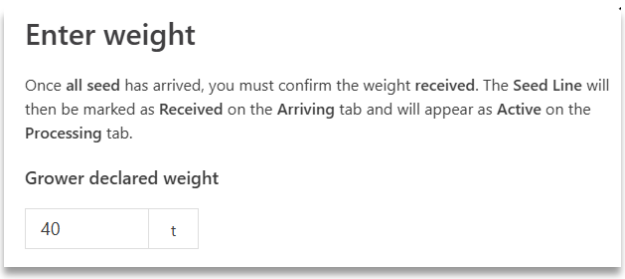


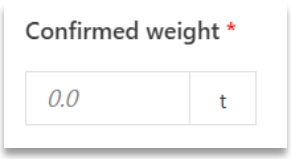
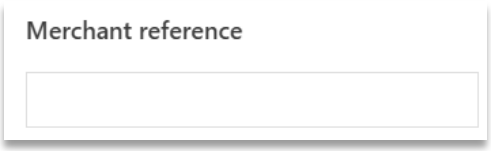
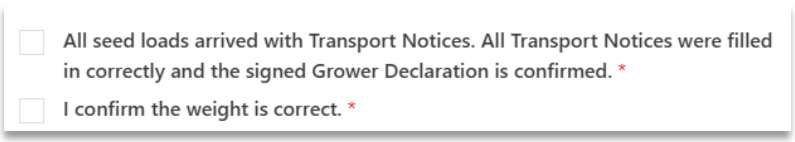
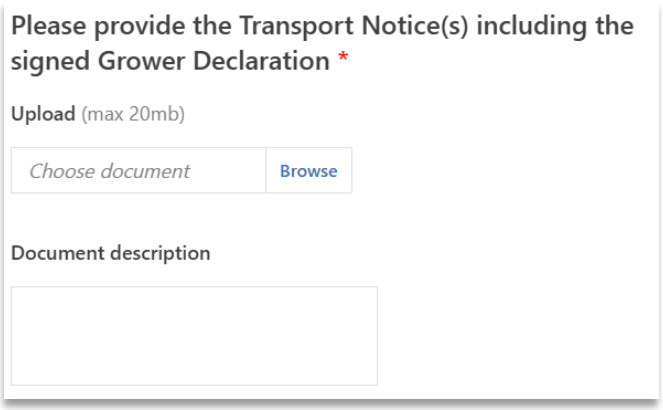
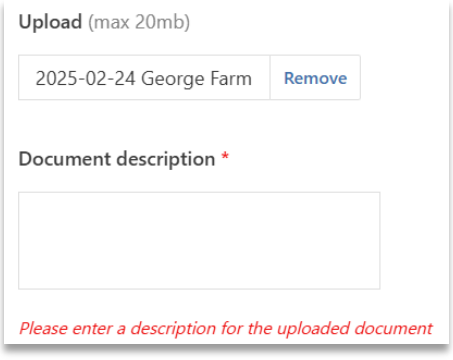
Open the crop (black) row if required to view details of the crop's lifecycle from sowing to harvest.

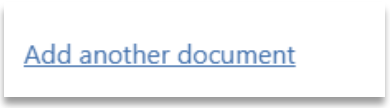
2.6.1 Enter weight

Click 'All seed has arrived: **Enter weight**.'

Fill in the information in the modal as shown below.

Steps	Example
Review the instructions and the Seed Line's weight when it left the Grower.	

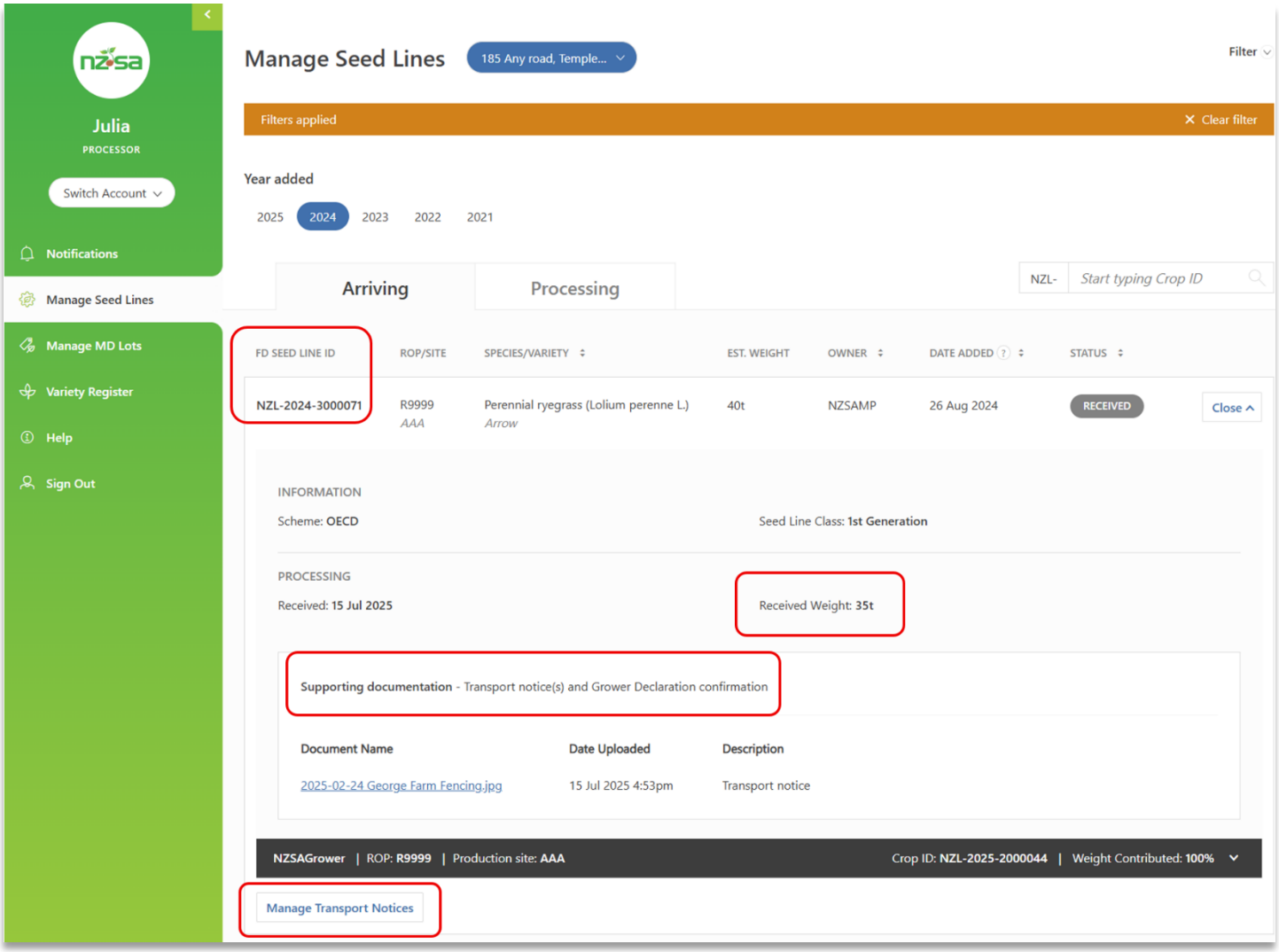
Enter the confirmed weight on arrival at the Processor.	
SCIS provides a warning if the two weights do not agree within a significant amount.	
If you want to include a Merchant reference, enter it here. Merchant reference is displayed in the summary line for all Seed Lines and MD Lots—and can be used in filtering. Note that Merchant Reference can be added later to the Seed Line.	
Click the two boxes to acknowledge Transport Notices and Grower Declaration and weight.	
Please scan one signed Transport Notice, then upload it to SCIS here. Further Transport Notices can be uploaded here by clicking **Add another document** (see below). Additional Transport Notices can be added later via the **Manage Transport Notices** action on the FD Seed Line once it is in RECEIVED status. An example of the screen is shown on the next page. **Manage Transport Notices** can also be used to remove documents added in error or no longer required.	
Document description becomes a mandatory field once the document has been uploaded and queued for virus scanning.	

Additional Transport Notices can be added here. These documents can also be added	
Click **Add**.	

This completes the Receive process and the FD Seed Line is now in RECEIVED status, and still on the **Arriving** tab.

2.7 FD Seed Line in Received status

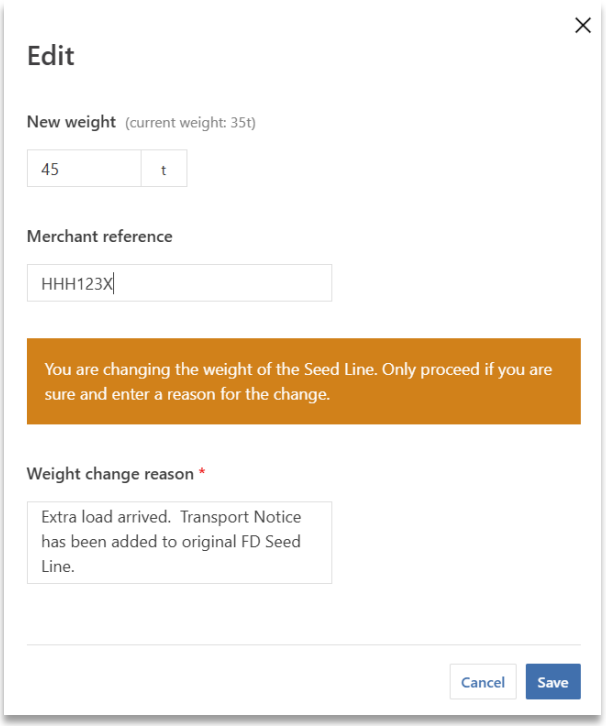
The screenshot below shows some of the key information now available for the FD Seed Line: Supporting documentation, received weight, crop details. The **Manage Transport Notices** action is now available.



2.8 Receiving a late load

Seed may arrive at the Processor after the Receive process has been completed.

There are two required actions in SCIS, one on the FD Seed Line and one on the Seed Line.

Action	Example
Open the FD Seed Line (on the Arriving tab, in RECEIVED status). Click **Manage Transport Notices**. Upload the Transport Notice for the late load.	
Open the Seed Line (on the **Processing** tab, in ACTIVE status). Enter the new weight that includes the late load. Enter the reason for the weight change.	

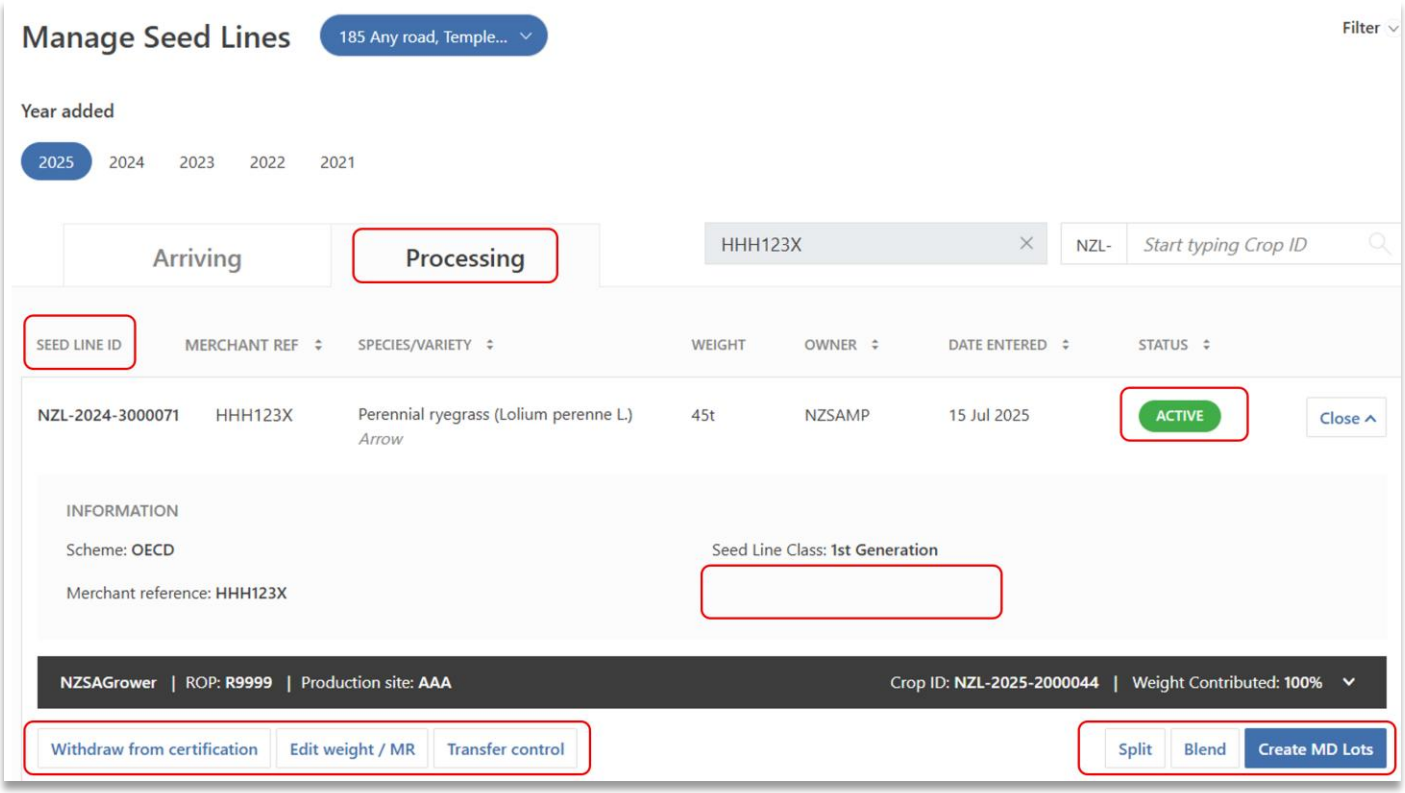
HINT: If you can't find the **Seed Line** created from this FD Seed Line on the Processing tab, check the **Year** filter.

3 Managing Seed Lines – Splitting and blending, creating MD Lots

- Overview of Seed Lines in SCIS
- Creating MD Lots
- Splitting and Blending Seed Lines
- Reverting MD Lots to Seed Lines

3.1 Manage Seed Lines (Processing tab)

3.1.1 Sample screen



Some important information on the Manage Seed Lines [Processing] screen:

- SEED LINE ID (note that on the Arriving tab, this column is FD SEED LINE).
- Status of the Seed Line.
- An empty space that may contain information about changes made to the Seed Line (e.g. Reverted from MD Lot NZD-2025-5000071).
- General actions that can be taken for this Seed Line (Withdraw from certification, Edit weight/Merchant Ref, Transfer control to another location).
- Split, Blend and Create MD Lots actions.

3.1.2 Functionality

The **Processing** tab on the **Manage Seed Lines** screen allows the Processor to:

- view all Seed Lines at the Processor (filtered by processing location)
- view the crops that each of these Seed Lines contain, including the Production Site map, Grower's Application and Harvest details
- optionally perform splitting and blending activities
- view and manage any new Seed Lines created by Split or Blend actions on these Seed Lines
- create MD Lots from Seed Lines

MD Lots that the Processor creates from Seed Lines are viewed on the **Manage MD Lots** screen.

Note: Underlying crop details are unchanged by any actions taken on a Seed Line.

3.2 Review of FD Seed Lines and Seed Lines in SCIS

As shown in the diagram below, FD (Field Dressed) Seed Lines are managed on the **Arriving** tab of the Processor's **Manage Seed Lines** screen and initially have a status of TRANSPORT READY.

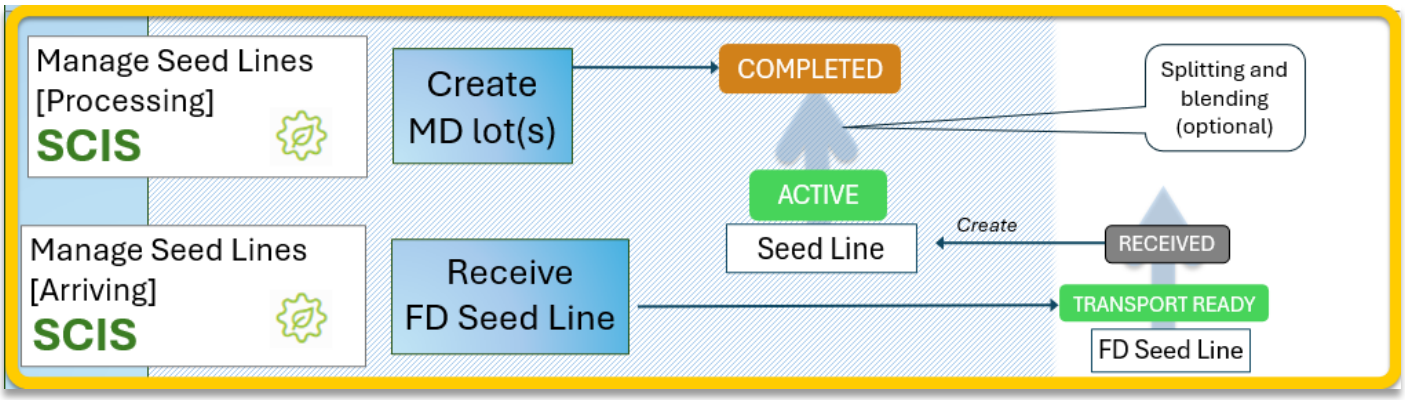
The Processor performs the 'check in' / 'Receive' action which:

- changes the FD Seed Line to RECEIVED status
- automatically creates a Seed Line—with status of ACTIVE

All further actions are performed on the **Seed Line** using the **Processing** tab.

Note: The FD Seed Line and Seed Line share the same ID (NZL-[yyyy]-[3nnnnn] e.g. NZL-2025-3000071).

HINT: If you can't find the **Seed Line** created from a FD Seed Line on the Processing tab, check that the **Year** filter is set to the current year.



3.3 Seed Line end of activity

Seed Lines can no longer be operated on when:

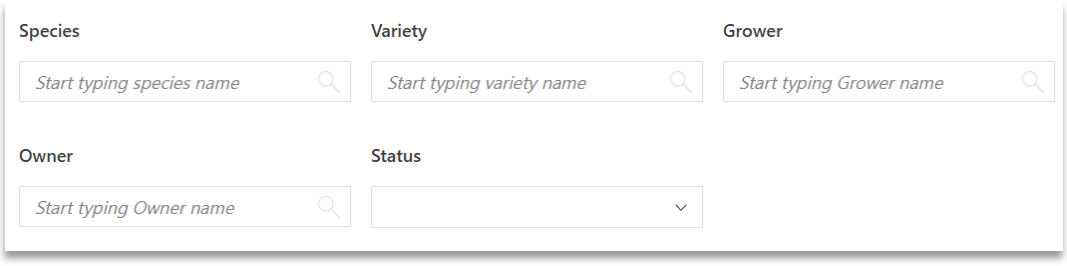
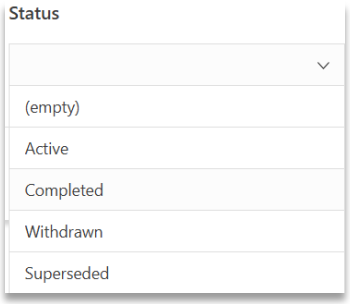
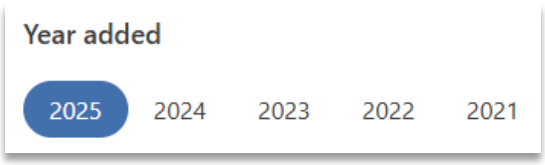
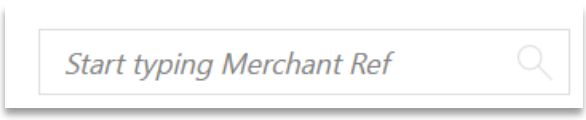
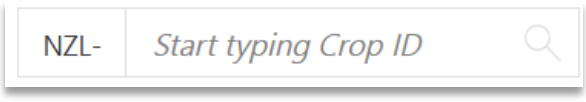
- The Processor has clicked the **Complete** action. This action is normally performed when there is no weight—or only a small weight—left in the Seed Line (i.e. the full weight of the Seed Line has been allocated to MD Lot(s) or Split to a new Seed Line), OR
- The Processor has clicked the Withdraw action.

3.4 Seed Line status

The table below shows the possible Seed Line status values at the Processor.

Seed Line status	Notes
ACTIVE	Normal status of a Seed Line during Processing.
COMPLETED	The Processor has finished making MD Lots from this Seed Line and has clicked **Complete**.
WITHDRAWN	The Merchant has instructed the Processor to withdraw the Seed Line from certification. The Processor has clicked **Withdraw**.
SUPERSEDED	SCIS creates a new Seed Line when the Processor **Blends** two Seed Lines. The status of the two previous Seed Lines changes to Superseded.

3.5 Filter options on the Manage Seed Lines screen (Processing tab)

Filter options	Example
Species Variety Grower Processor Status	 **HINT** You can enter a variety's Alternative name in the Variety field. SCIS checks for both the main name and the alternate name in variety searches. If SCIS finds a variety by its alternate name, it shows the variety entry with the alternate name appended.
Status options	
Year added *Quick filter*	
Merchant Ref *Quick filter*	
Crop ID *Quick filter*	

3.6 Actions and when they are available

These actions are only available for Seed Lines in **ACTIVE** status.

Action buttons	Availability	Also applies to new Seed Lines created by Blends?
Withdraw from Certification	Only until the first MD Lot has been created.	Yes
Edit weight / MR (Merchant Ref)	Only until the first MD Lot has been created.	Yes
Transfer control (to a new location)	Only until the first MD Lot has been created.	Yes
Split	Any time	Yes
Blend	Only until the first MD Lot has been created.	Yes
Create MD Lots	Any time	Yes
Complete	Only after the first MD Lot has been created.	Yes

3.7 Seed Lines – simple workflow creating MD Lots

In the simplest workflow, a Processor creates MD Lots from an (Active) Seed Line without any splitting or blending, using all the available weight, and then **Completes** the Seed Line.

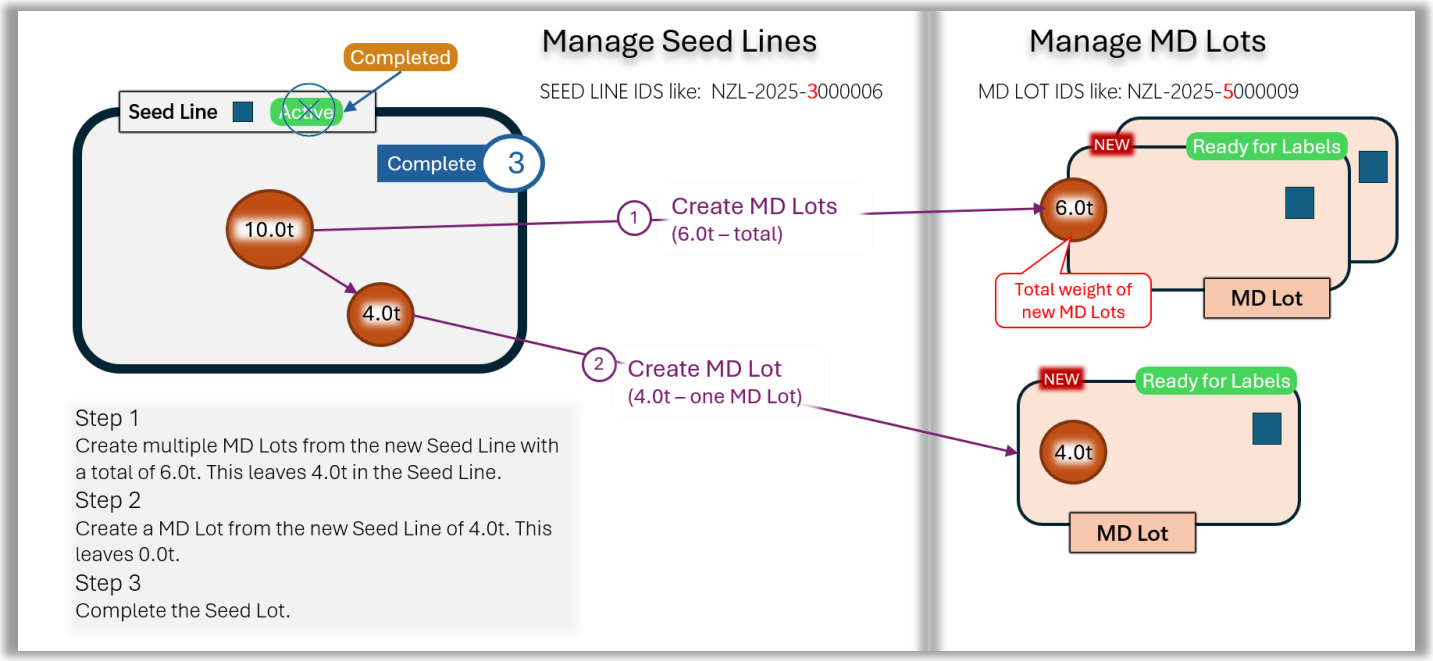
The Processor then goes to the **MD Lots** tab to view the MD Lots created from the Seed Line.

For example (as shown in the diagram below):

Seed Line is 10.0t. The Processor requests MD Lots for a total of 6.0t. SCIS creates these new MD Lots and reduces the weight of the Seed Line to 4.0t.

The Processor then requests one MD Lot of 4.0t which reduces the weight of the Seed Line to 0t.

The Processor then clicks **Complete** and SCIS changes the status of the Seed Line to COMPLETED.



A more detailed description of the steps involved in creating MD Lots is provided in Section 3.10 - *Create MD Lots and Complete the Seed Line*.

3.8 Seed Lines – blending and splitting

Processors may need to perform one or more **Split / Blend** actions (and intermediate Create MD Lot actions) on a Seed Lot before the final Create MD Lot(s) and **Complete**.

SCIS fully supports these actions and maintains traceability of the crop, blend percentages etc.

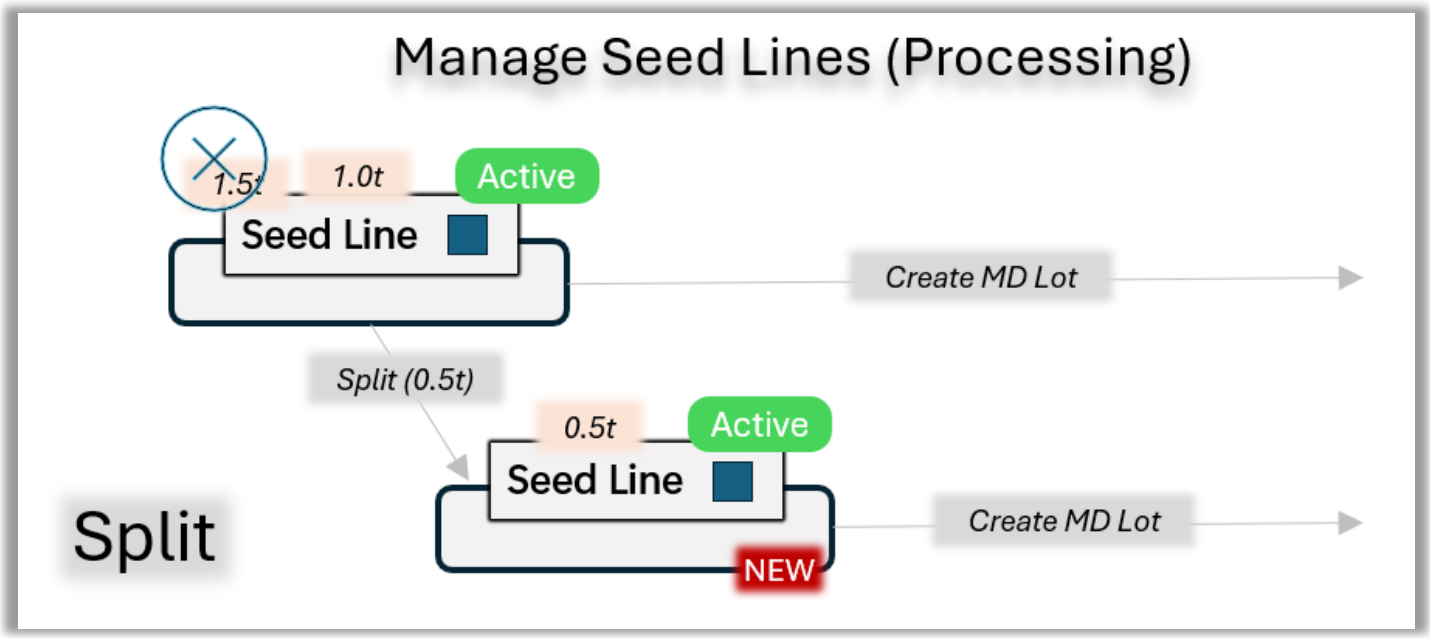
The following pages describe individual splitting and blending actions.

3.8.1 Splitting – an overview

- Splitting is performed as a 'Split [nn] tonnes of weight from this Seed Line into a new Seed Line' action on a Seed Line.
- When the Processor requests a Split, SCIS creates a new Seed Line with the requested Split weight, and reduces the weight of the original Seed Line by the same amount.
- All details except the weight are copied into the new Seed Line.

For example (as shown in the diagram below):

Seed Line is 1.5t. The Processor requests a Split of 0.5t. SCIS creates a new Seed Line of 0.5t and reduces the weight of the original Seed Line to 10.t.



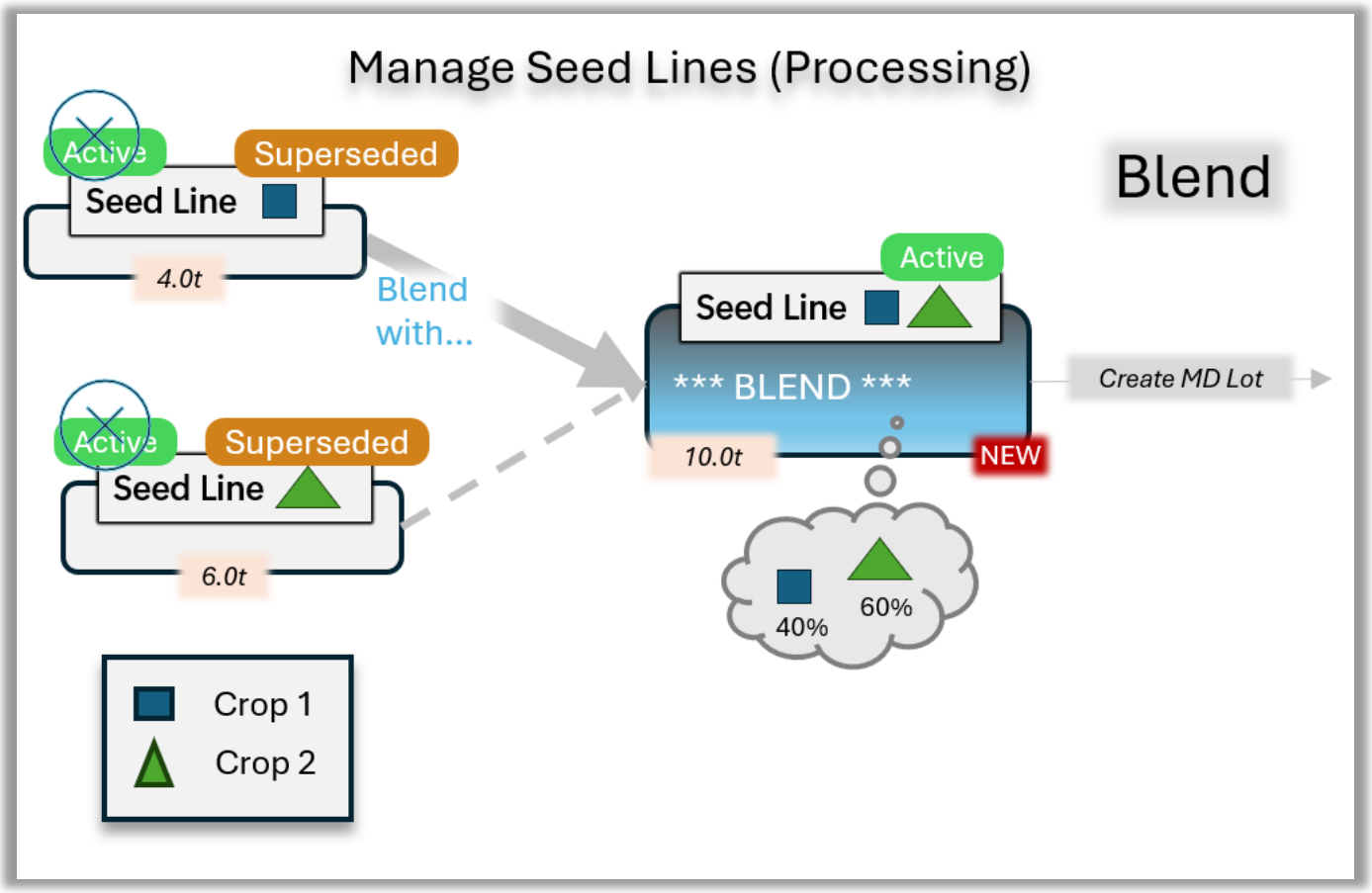
A more detailed description of the steps involved in splitting is provided in Section 3.11 - *Split a Seed Line into two Seed Lines*.

3.8.2 Blending – an overview

- Blending is performed as a 'Blend with another Seed Line' action on a Seed Line.
- When the Processor clicks 'Blend with another Seed Line', SCIS provides a list of Seed Lines that are eligible to be blended with the Seed Line that is currently open.
- Seed Lines eligible for blending must have the same Owner, Species and Variety—and no MD Lots can have already been created from them.
- Only one Seed Line can be chosen in this Blend action, but further Blending can be performed in the future on this Seed Line.
- In each blend, the lowest class of the two component Seed Lines is applied to the new Seed Line.
- The Processor specifies the Merchant Ref for the new Seed Line.
- SCIS creates a new Seed Line with a status of ACTIVE.
- The status of the two component Seed Lines changes to SUPERSEDED.
- The Processor must confirm all the blend details before proceeding since the action can't be undone.
- SCIS maintains traceability of the crop and blend percentages.

For example (as shown in the diagram below):

The open Seed Line is 4.0t and contains Crop 1. The Processor requests a Blend with another Seed Line of 6.0t that contains Crop 2. SCIS creates a new Seed Line of 10.0t and tracks the blend percentages of the new Seed Line as 40% from Crop 1 and 60% from Crop 2.



A more detailed description of the steps involved in blending is provided in Section 3.12 - *Blend a Seed Line with another Seed Line*.

3.8.3 Complex flows with multiple splitting and blending activities

Section *3.14 - Complex flows* describes some sample scenarios where a sequence of actions occurs to one or more Seed Lines, and multiple MD Lots are created—potentially all having different combinations of components.

The easiest way to understand these flows is to follow them as a sequence of simple Split, Blend and Create MD Lot activities.

Note that Seed Lines that already have a MD Lot created from them are not eligible for blending. If you wish to blend, perform a split on the Seed Line, sending all the weight into a new Seed Line and Complete the old Seed Line. The new Seed Line can be blended since it does not yet have MD Lots created from it. You must currently leave 1kg behind in the split.

3.9 Reverting – an overview

Revert to Seed Line is an action taken on a MD Lot from the **Manage MD Lots** screen, typically because further Splitting and / or Blending operations are required.

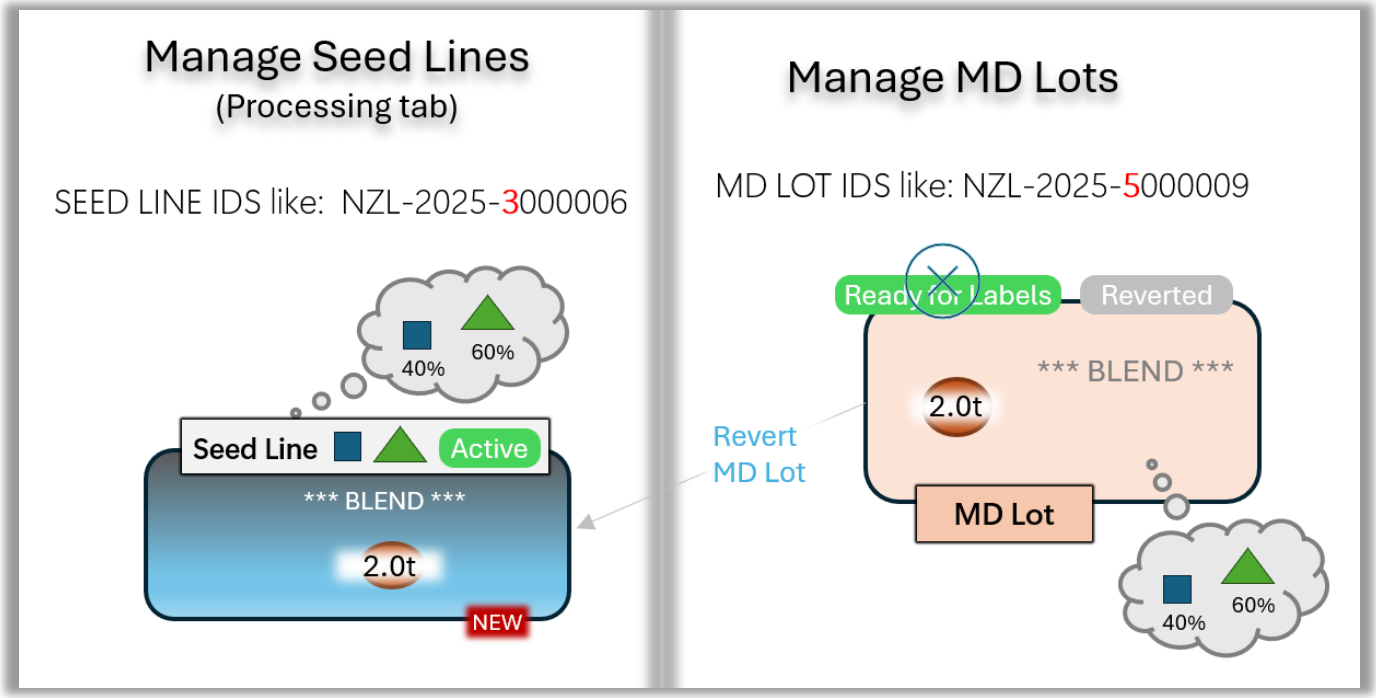
Reverting to a Seed Line:

- Changes the status of the **MD Lot** to REVERTED
- Create a new **Seed Line** with a status of ACTIVE
- Includes a note in the new Seed Line about the MD Lot ID that was reverted
- Maintains any blend information

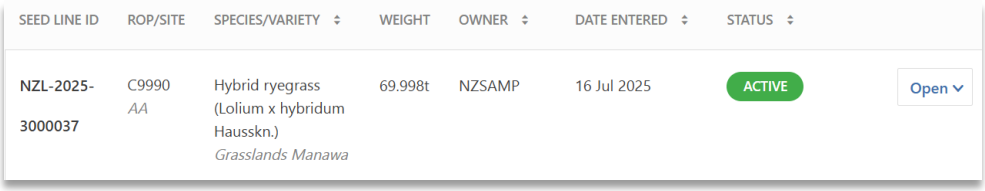
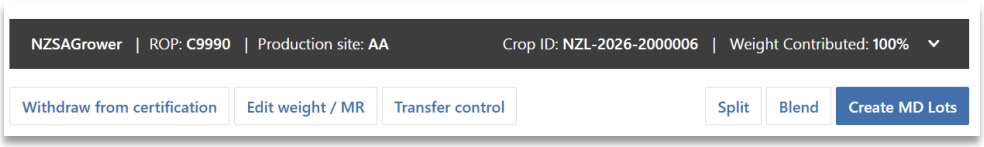
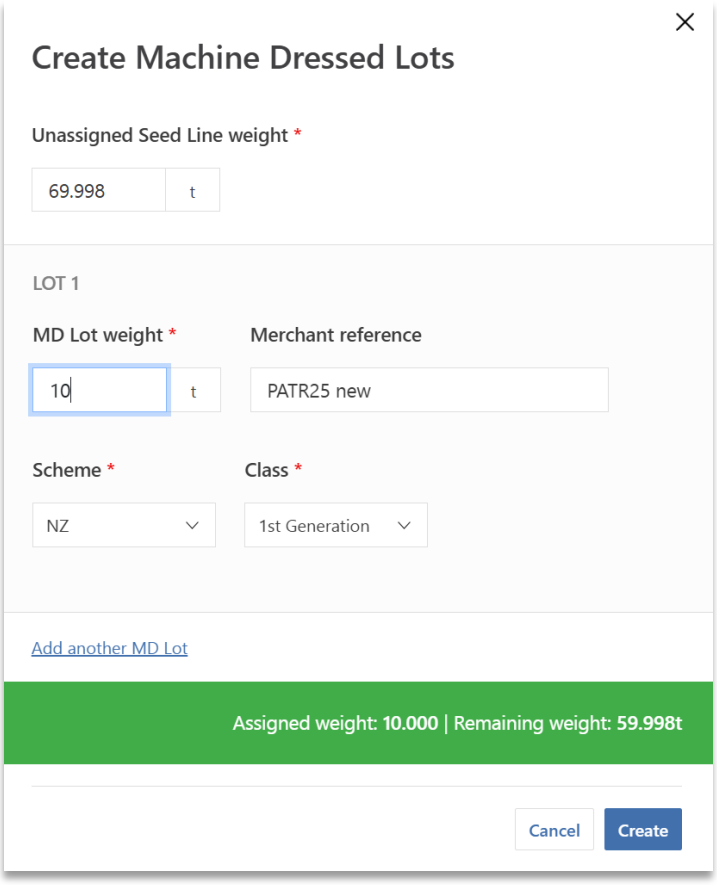
For example (as shown in the diagram below):

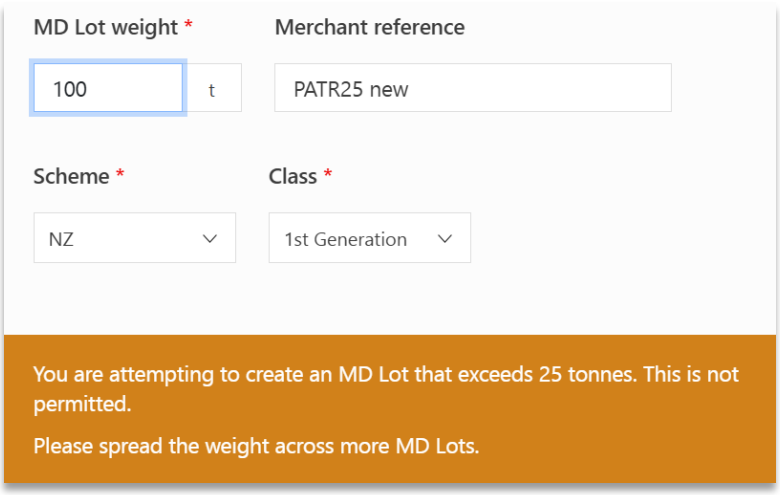
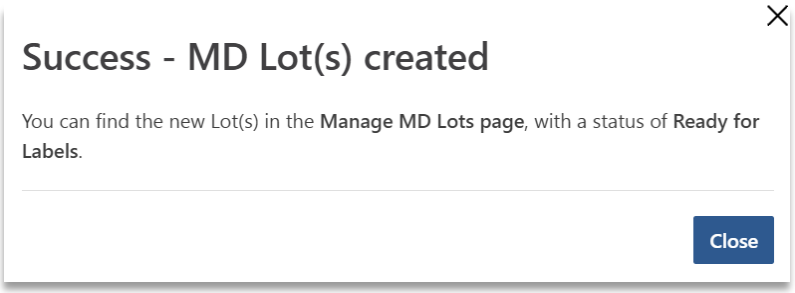
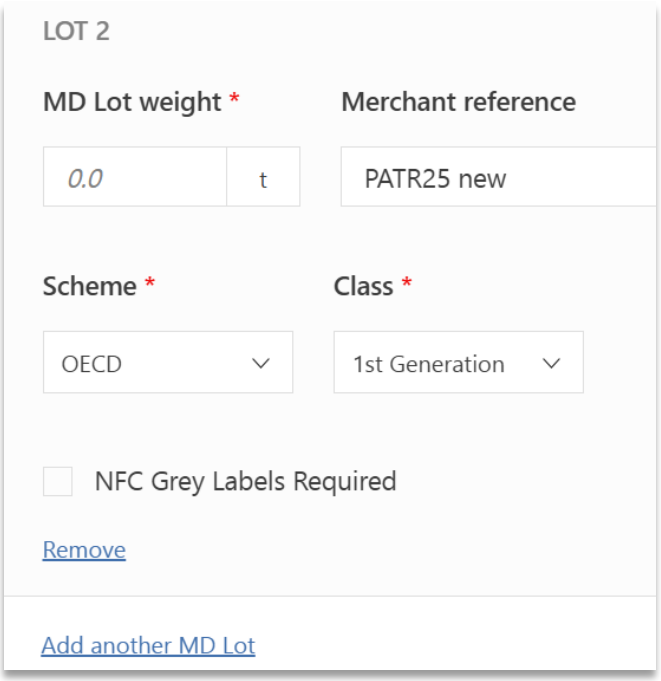
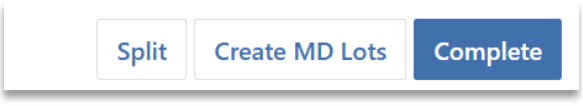
The MD Lot the Processor wishes to Revert is a Blend of 2.0t. The Processor requests **Revert to Seed Line.**

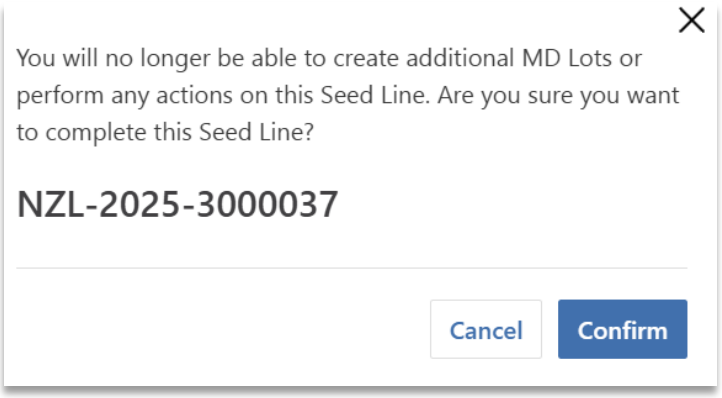
SCIS creates a new **Seed Line** of 2.0t and sets the same blend percentages as the MD Lot that it was created from (40% from Crop 1 and 60% from Crop 2).



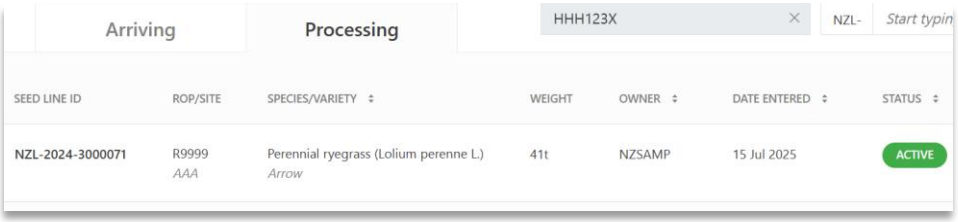
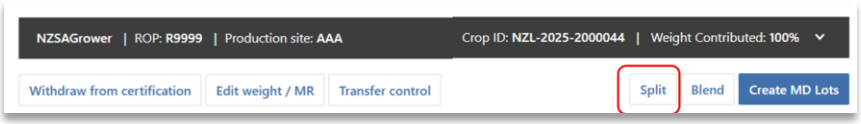
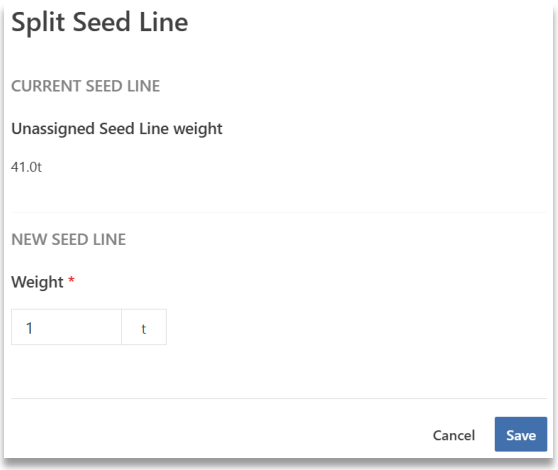
3.10 Create MD Lots and Complete the Seed Line

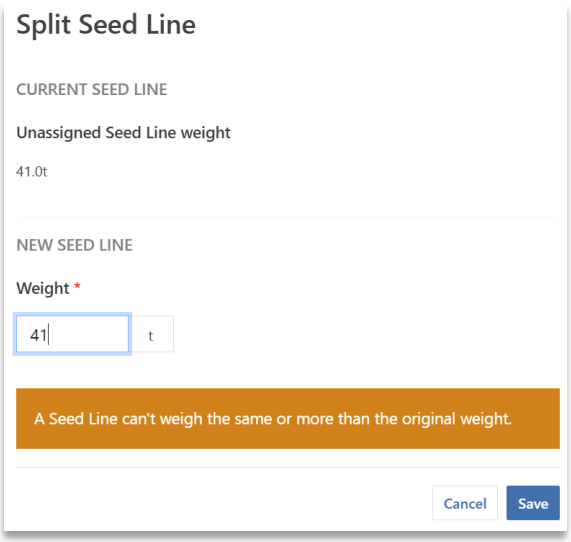
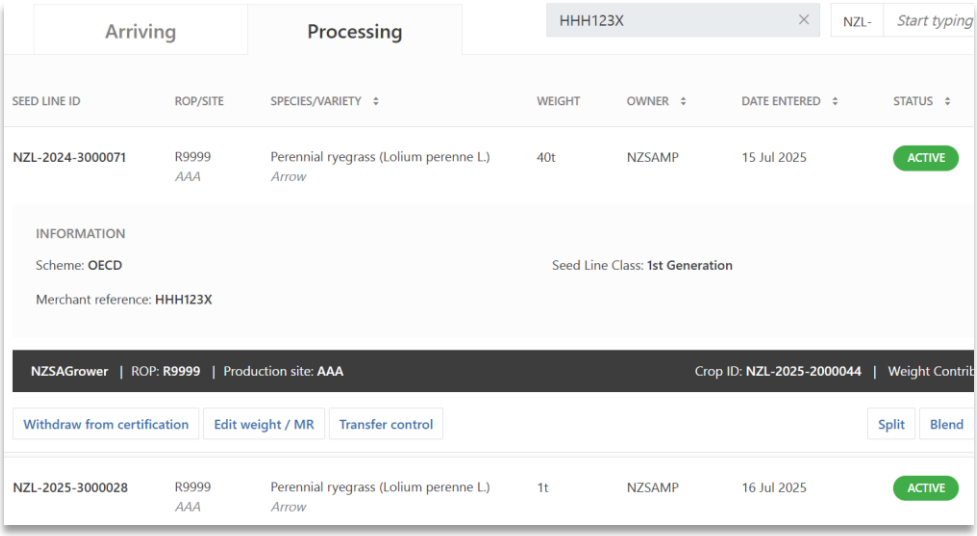
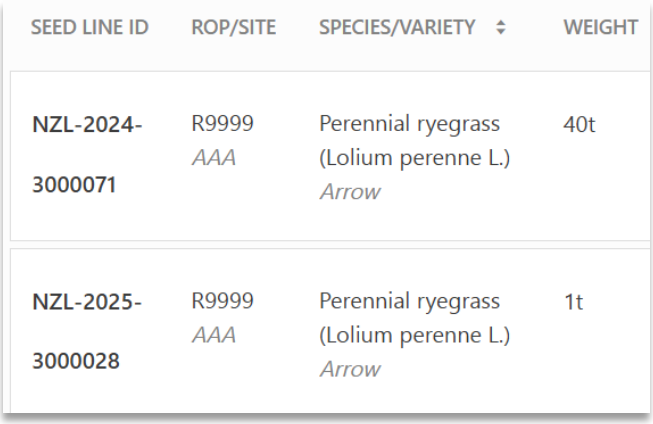
Action	Example
Open a Seed Line in ACTIVE status (Seed Lines are always on the Processing tab). The weight is 69.998 in this example.	
Click **Create MD Lots** at the bottom of the screen.	
Type the required MD Lot weight. Select a value from the dropdown. Select a value from the Class dropdown. Change the Merchant Ref if required.	

SCIS issues a warning if the MD Lot weight exceeds the permitted value.	
Click **Create**.	
SCIS has now created a MD Lot, with a status of READY FOR LABELS. MD Lots are managed on the **Manage MD Lots** page.	
Alternate flow – click Add another MD Lot instead of **Create**. Click Create when all MD Lot weights have bene entered.	
Complete is now available for this Seed Line.	

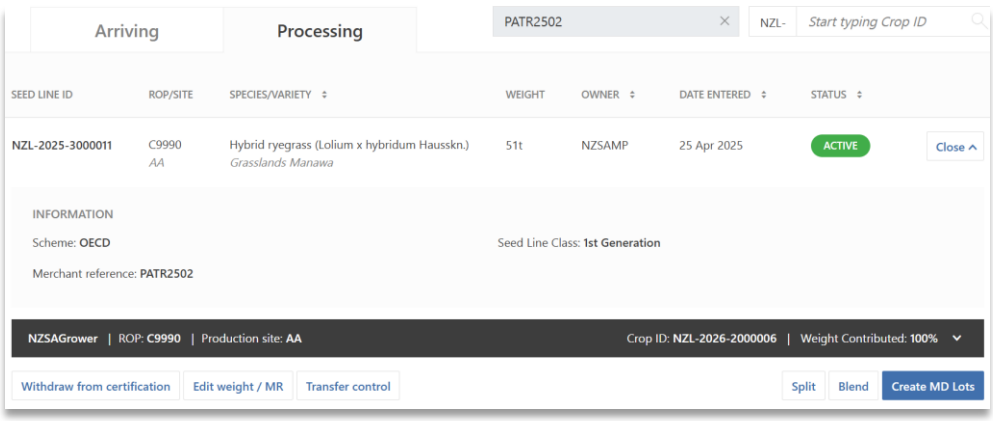
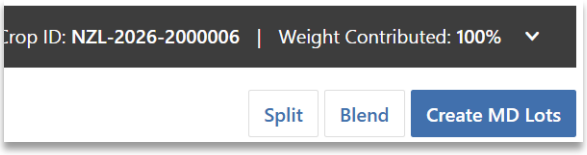
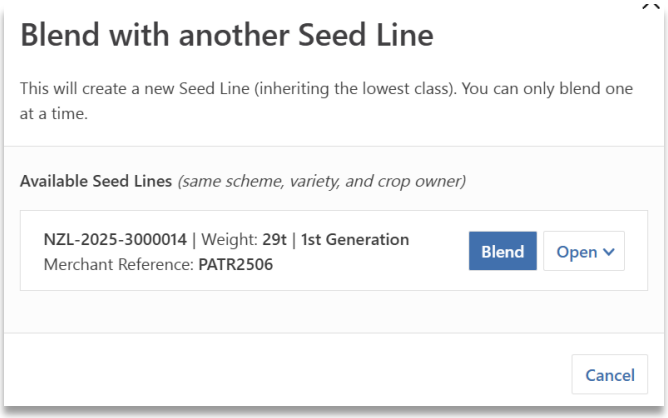
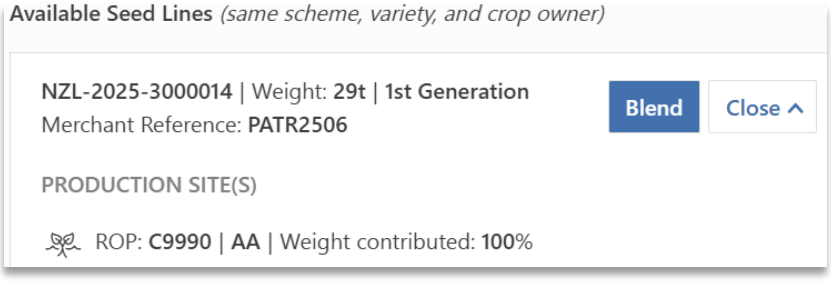
Check and then click **Confirm**. NOTE: It is normal practice to click **Complete** when all Seed Line weight has been assigned to MD Lots. However Complete can be used at any time after the first MD Lot has been created.	

3.11 Split a Seed Line into two Seed Lines

Action	Example
Open a Seed Line in ACTIVE status (Seed Lines are always on the Processing tab). The weight is 41t in this example.	
Click **Split** at the bottom of the screen.	
Enter the **weight** that is to be split off into a new Seed Line. Only 3 decimal places are allowed. Click **Save**.	

Ensure that the weight entered is less than the weight of the original Seed Line. SCIS will not allow a Seed Line to end up with weight of 0t after a Split.	
SCIS automatically creates the new Seed Line with the same Merchant Ref as the previous one.	
The original Seed Line is NZL-2024-3000071, now with weight 40t. The new Seed Line is NZL-2025-3000025 with weight 1t.	
Continue to perform further Split actions on these two Seed Lines if required.	

3.12 Blend a Seed Line with another Seed Line

Action	Example
Open a Seed Line in ACTIVE status (Seed Lines are always on the Processing tab). The weight is 51t in this example.	
Click **Blend** at the bottom of the screen.	
In this case only one Seed Line is eligible to be blended to this one. If there are more they will also be listed here. Seed Lines that have already had an MD Lot created from them are not eligible for blending.	
Open an individual Seed Line to see crop information. If this Seed Line is already a Blend, SCIS will display information about the crops that make up the blend.	
Click **Blend** on the Seed Line that should be blended into this one.	

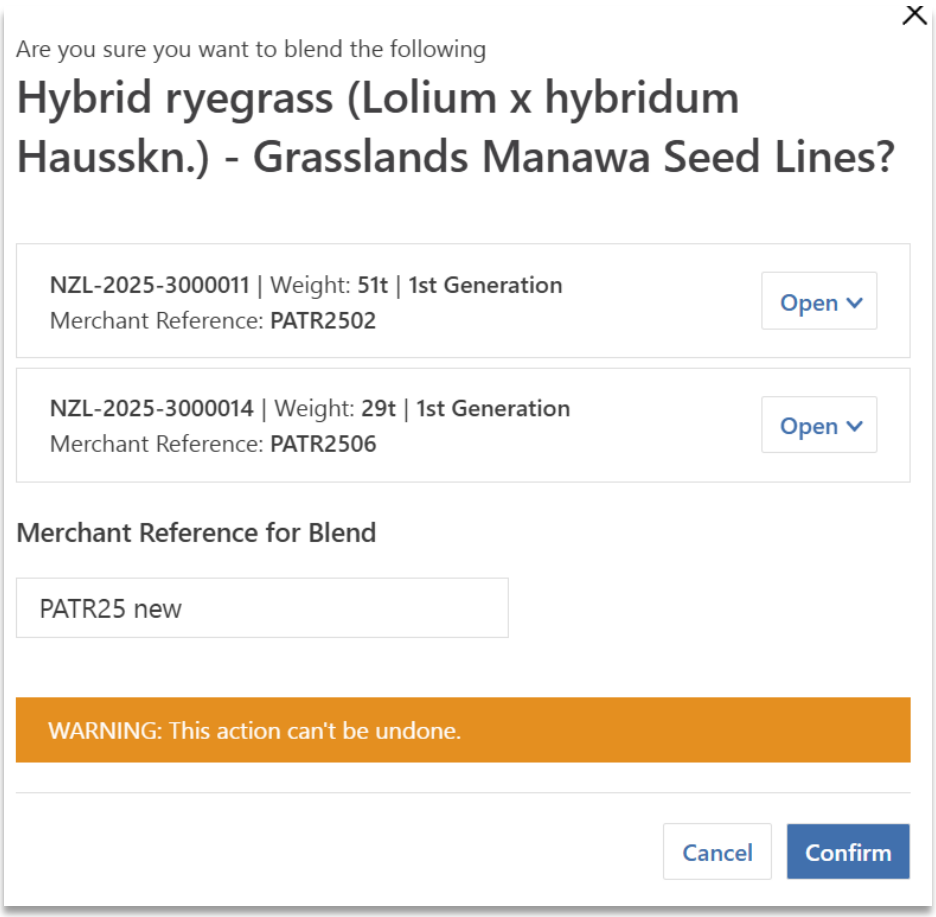
Carefully check the Blend details.

If the Merchant Reference for each Seed Line (the original and the one to be blended) are the same, SCIS populates the new Merchant Reference automatically.

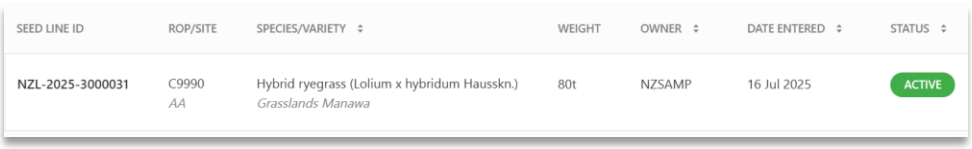
Otherwise, this is initially blank.

Enter/check/alter the Merchant Reference.

Click **Confirm**.



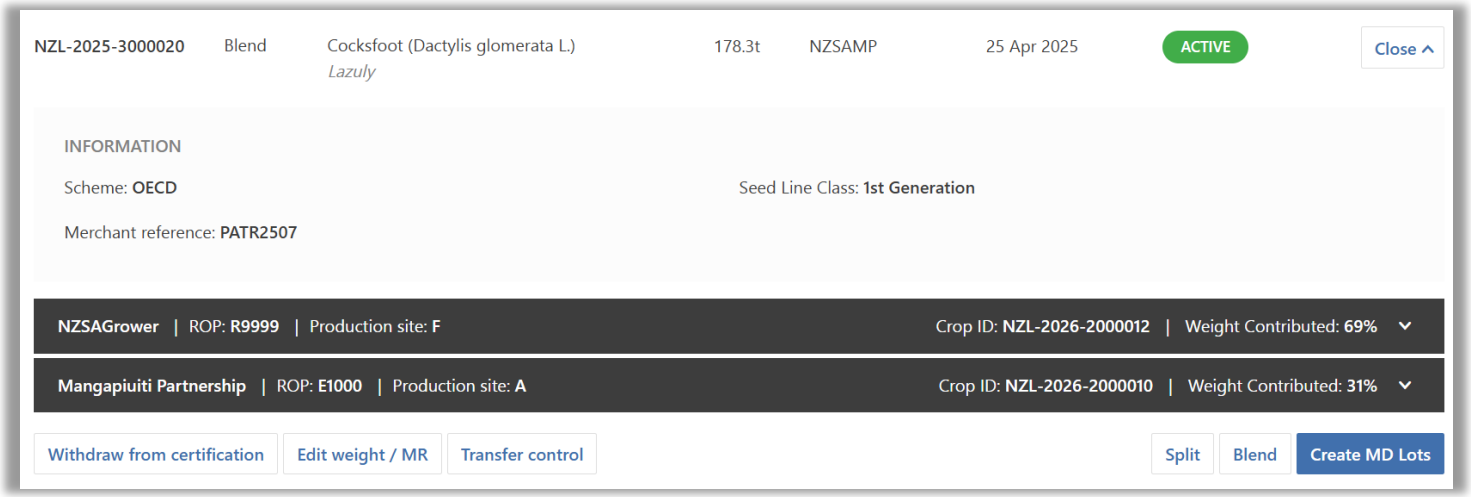
SCIS creates a new Seed Line with a status of ACTIVE.



SCIS changes status of the two Seed Lines that contributed to the blend to SUPERSEDED.

3.12.1 Blending Seed Lines from different crops (different ROPs or Production Sites)

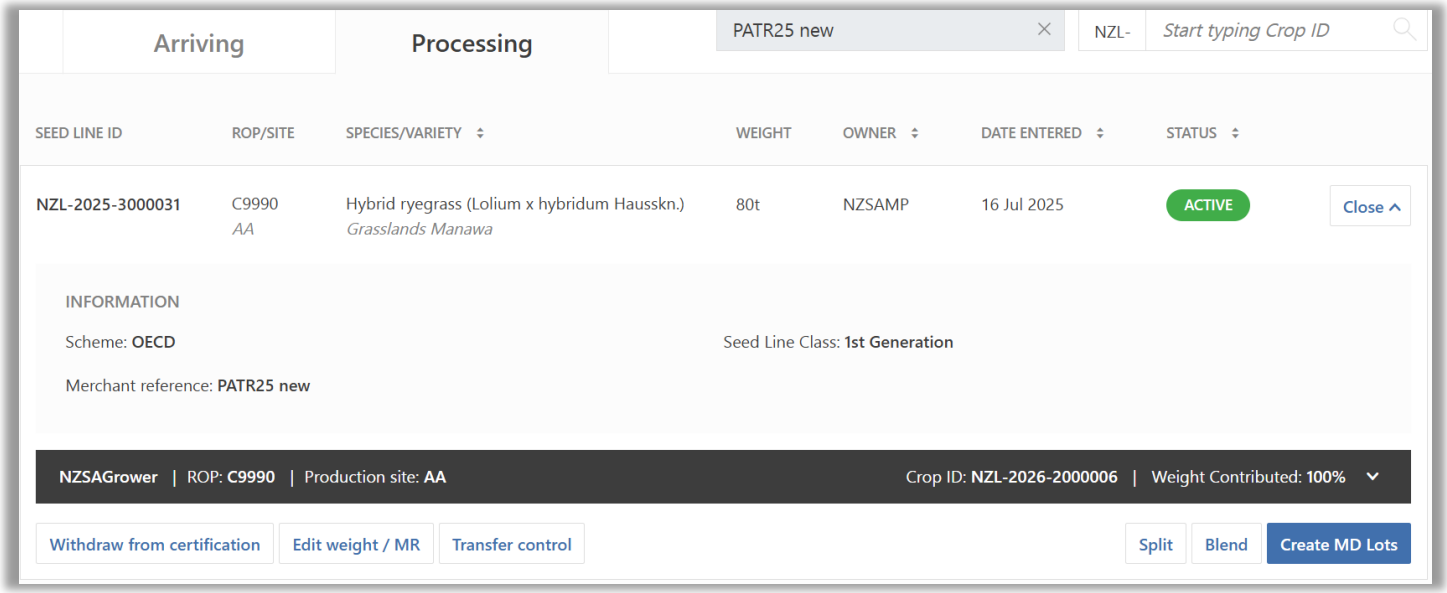
The screenshot below shows an example of a new Seed Line created by a Blend action, with the two crops that now make up this blended Seed Line, and the weight contributed by each as a percentage.



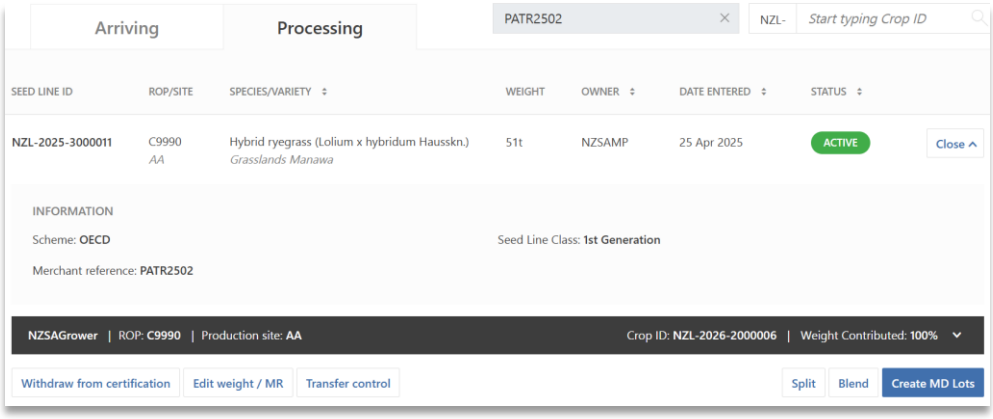
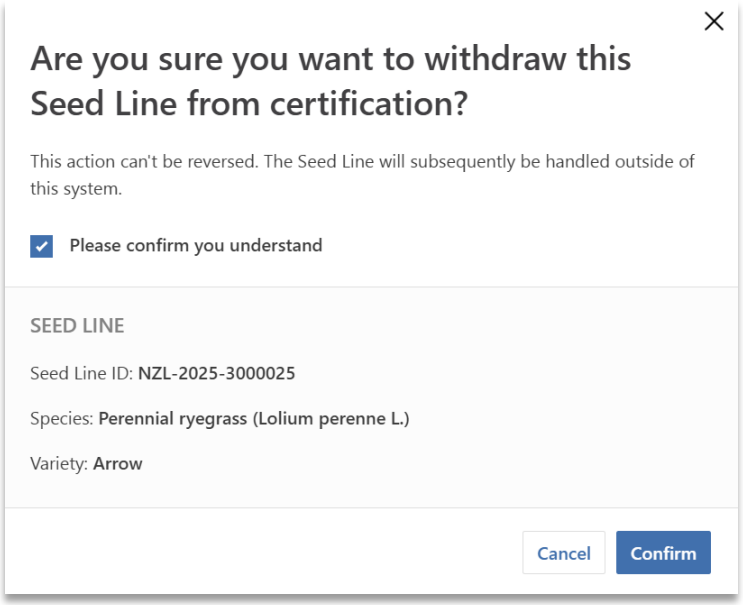
3.12.2 Blending Seed Lines from the same crop (same ROP and Production Site)

When two Seed Lines being blended have the *same* crop details, SCIS does not track weight contributed from each Seed Line. SCIS shows a single crop line.

As with any blend, the two contributing Seed Lines are both set to SUPERSEDED status.



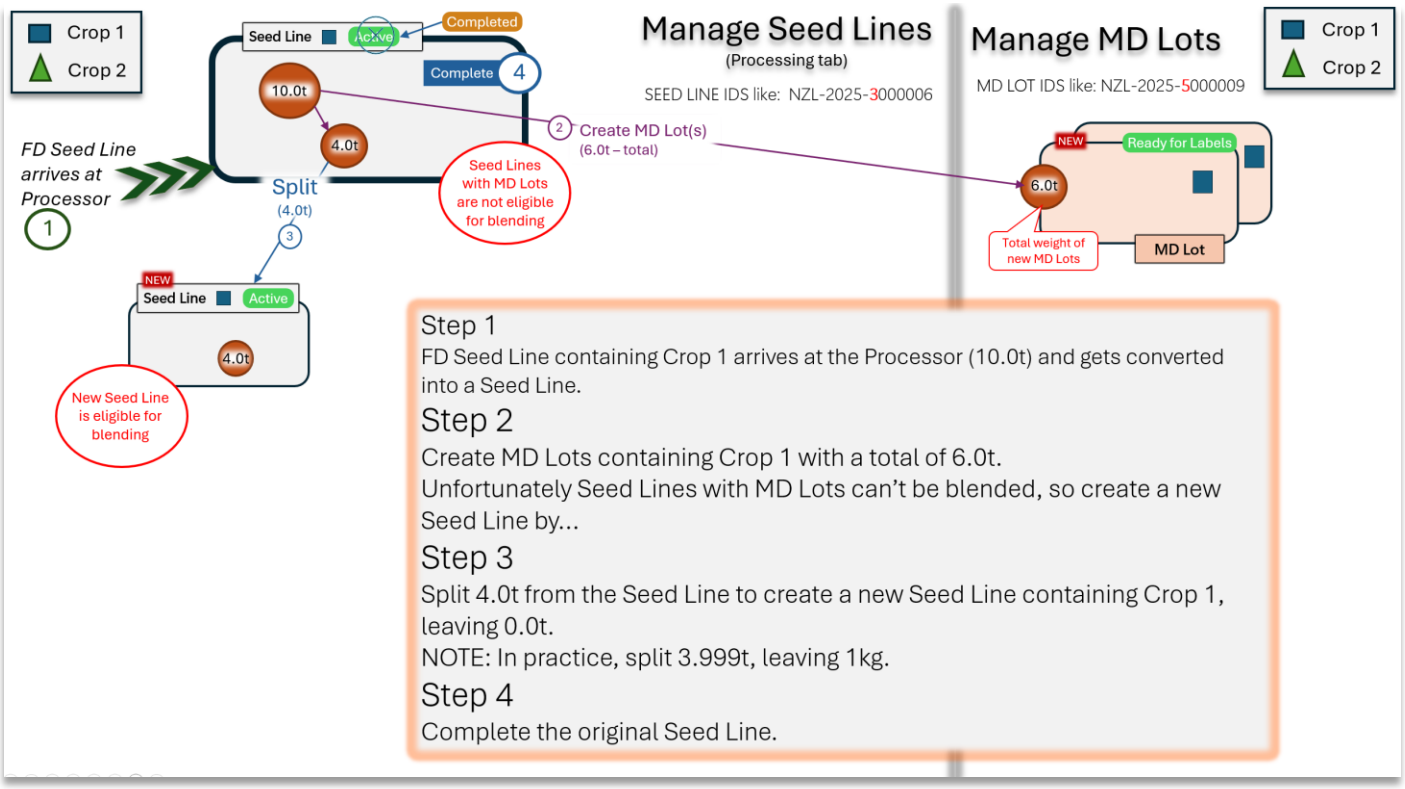
3.13 Withdraw a Seed Line from Certification

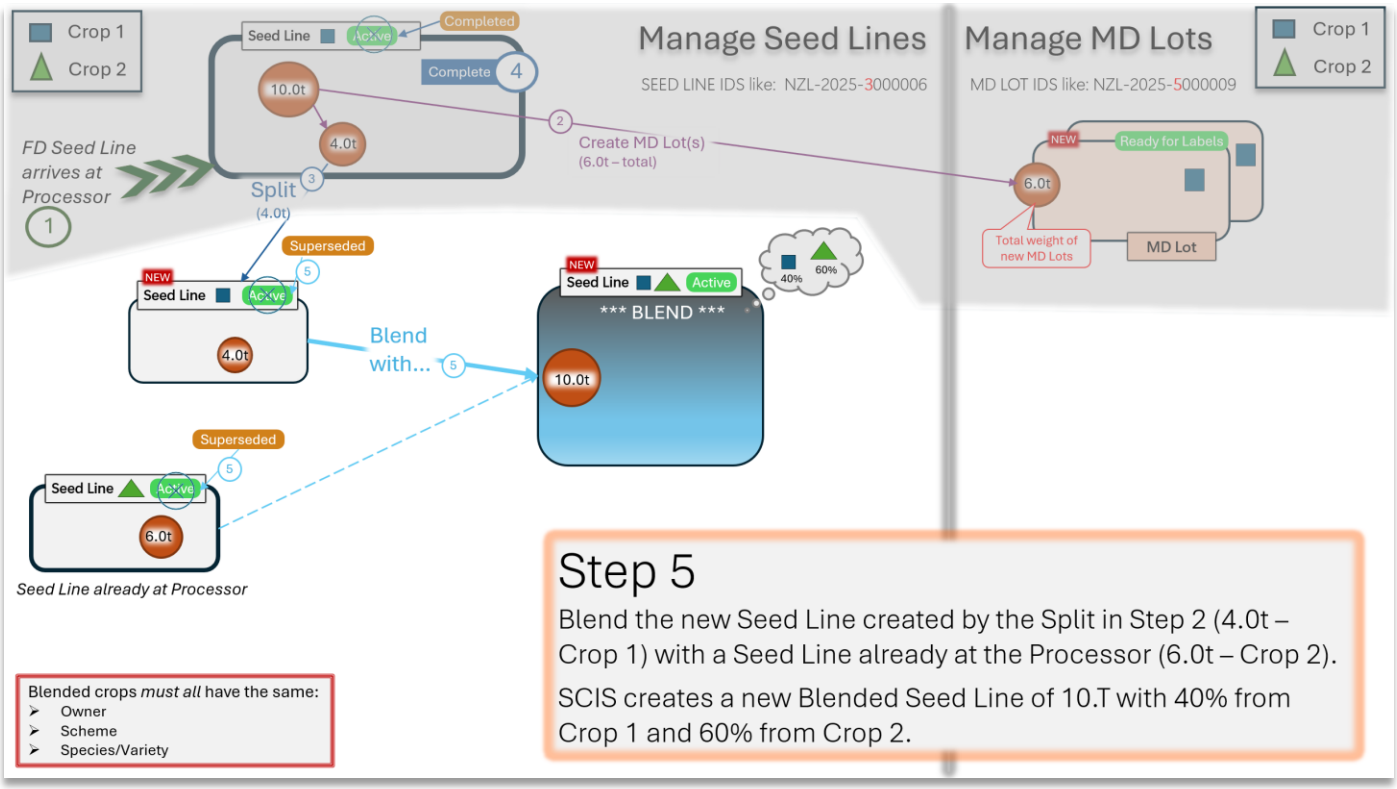
Action	Example
Open a Seed Line in ACTIVE status (Seed Lines are always on the Processing tab). The weight is 51t in this example. Click **Withdraw from Certification**.	
Confirm details.	
SCIS changes the status to WITHDRAWN.	

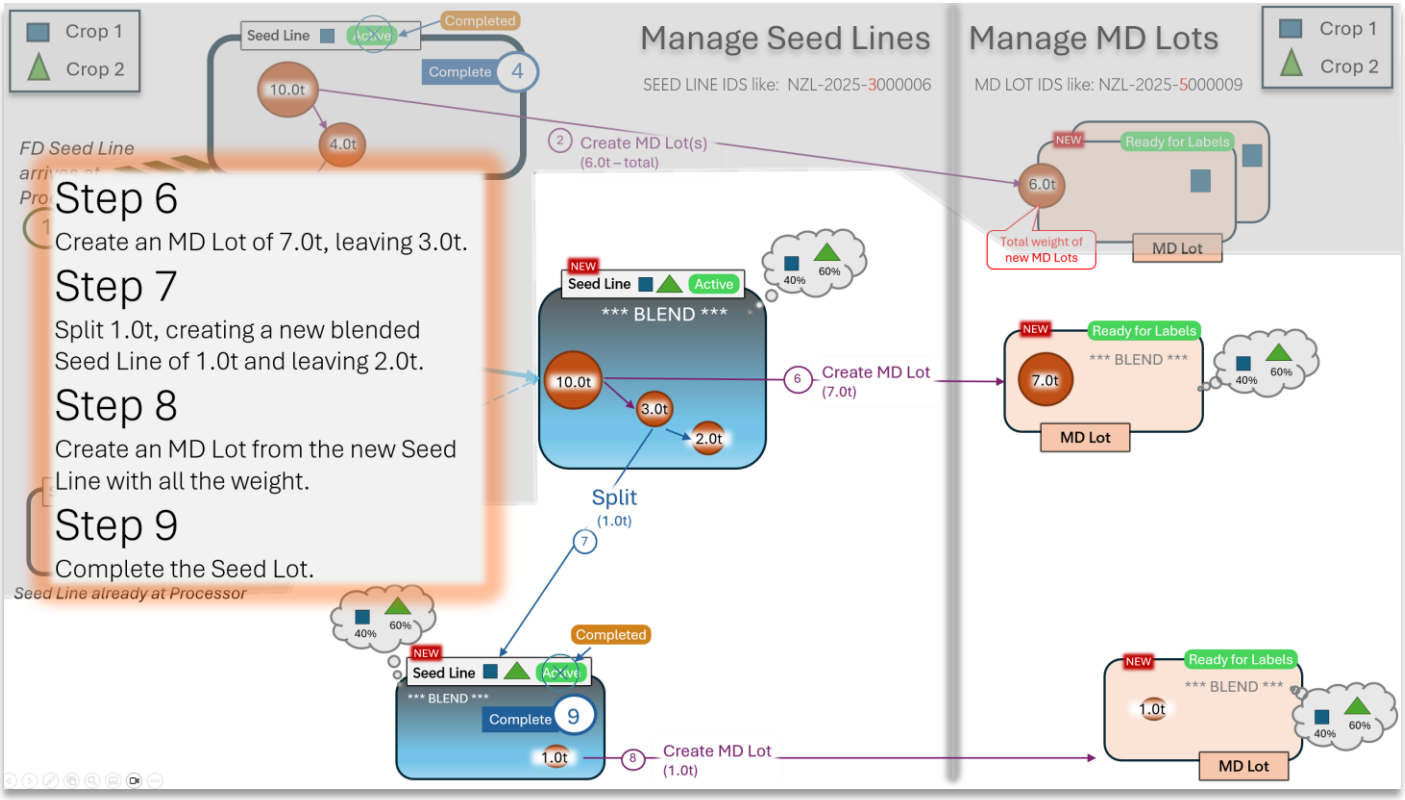
3.14 Complex flows

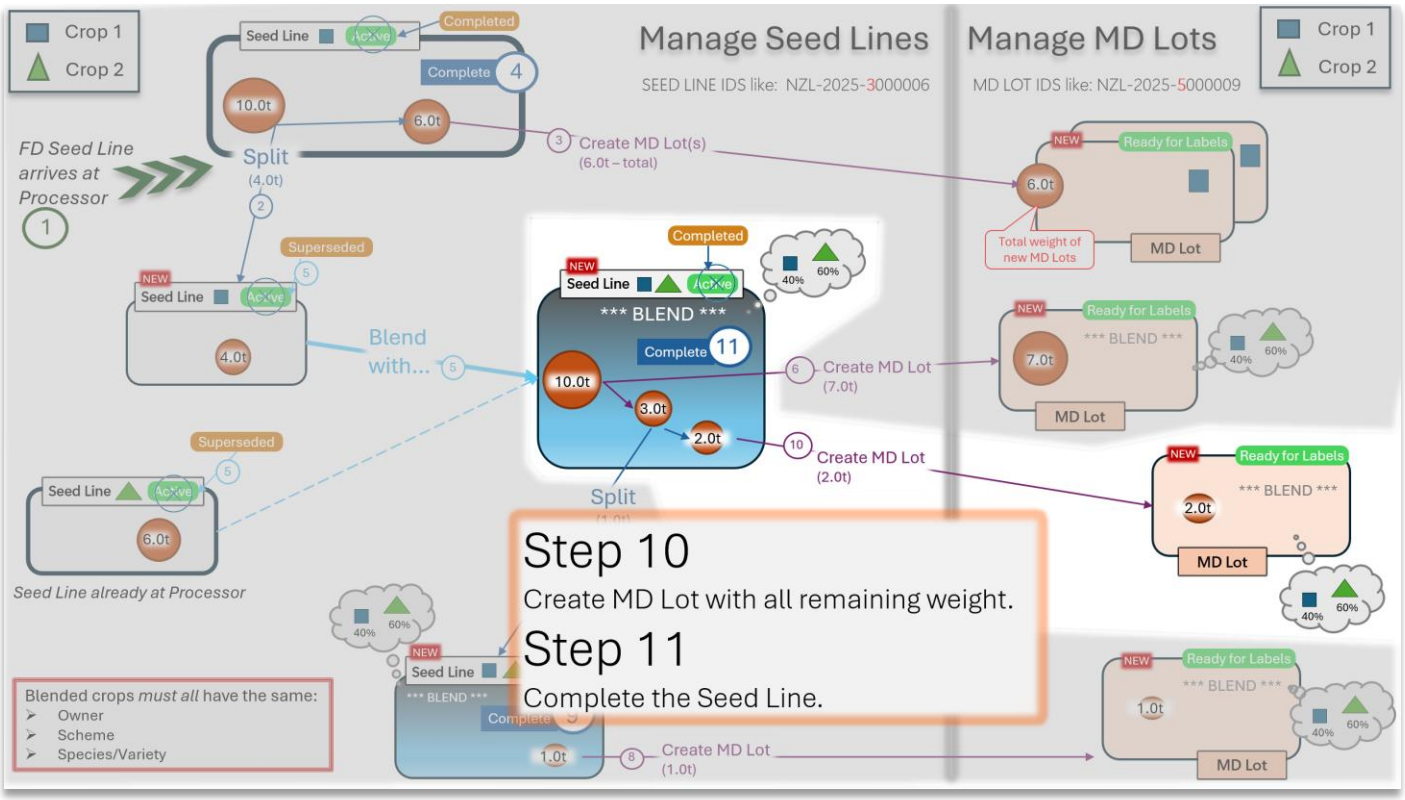
This section contains a series of diagrams showing a sequence of linked Split and Blend activities, and the MD Lots that are created as a result.

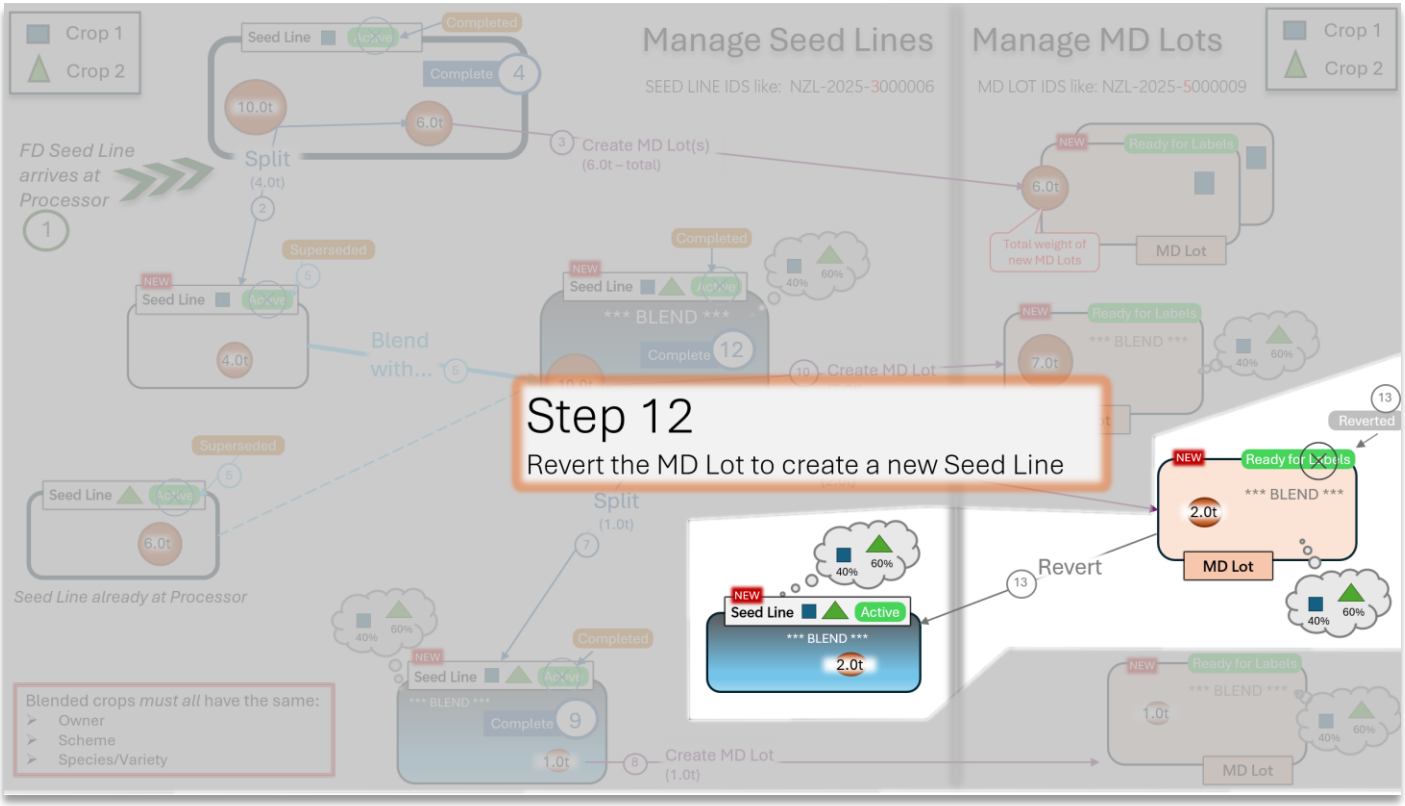
The final diagram shows all the activities on one page.



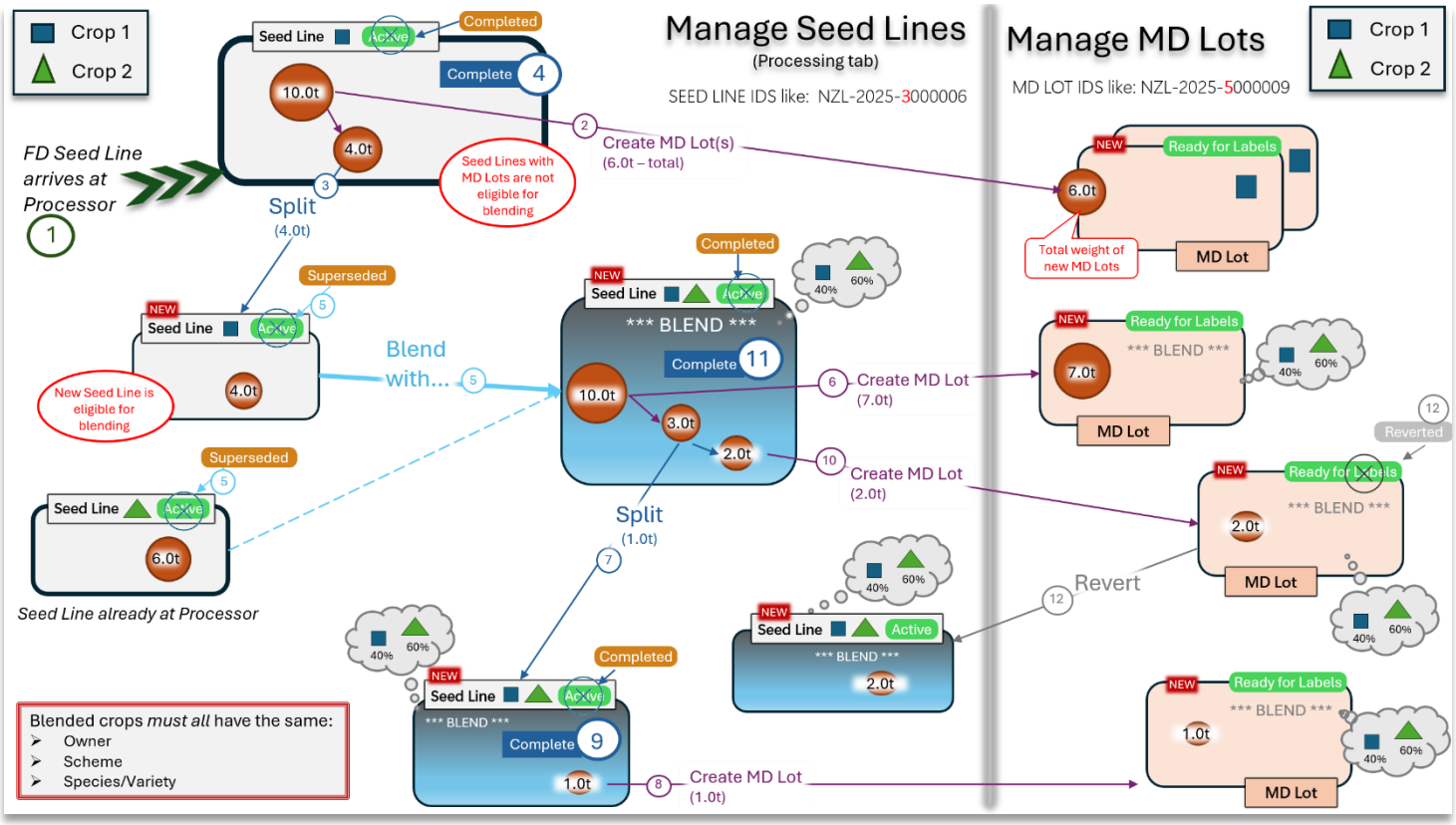



Crop 1
Crop 2
Manage Seed Lines
SEED LINE IDS like: NZL-2025-3000006
Manage MD Lots
MD LOT IDS like: NZL-2025-5000009
Seed Line
Active
Completed
Complete
10.0t
4.0t
Create MD Lot(s)
(6.0t – total)
6.0t
Total weight of new MD Lots
NEW
Ready for Labels
MD Lot
*** BLEND ***
Create MD Lot
(7.0t)
7.0t
3.0t
2.0t
Split
(1.0t)
Seed Line already at Processor
Create MD Lot
(1.0t)
1.0t
Step 6
Create an MD Lot of 7.0t, leaving 3.0t.
Step 7
Split 1.0t, creating a new blended Seed Line of 1.0t and leaving 2.0t.
Step 8
Create an MD Lot from the new Seed Line with all the weight.
Step 9
Complete the Seed Lot.

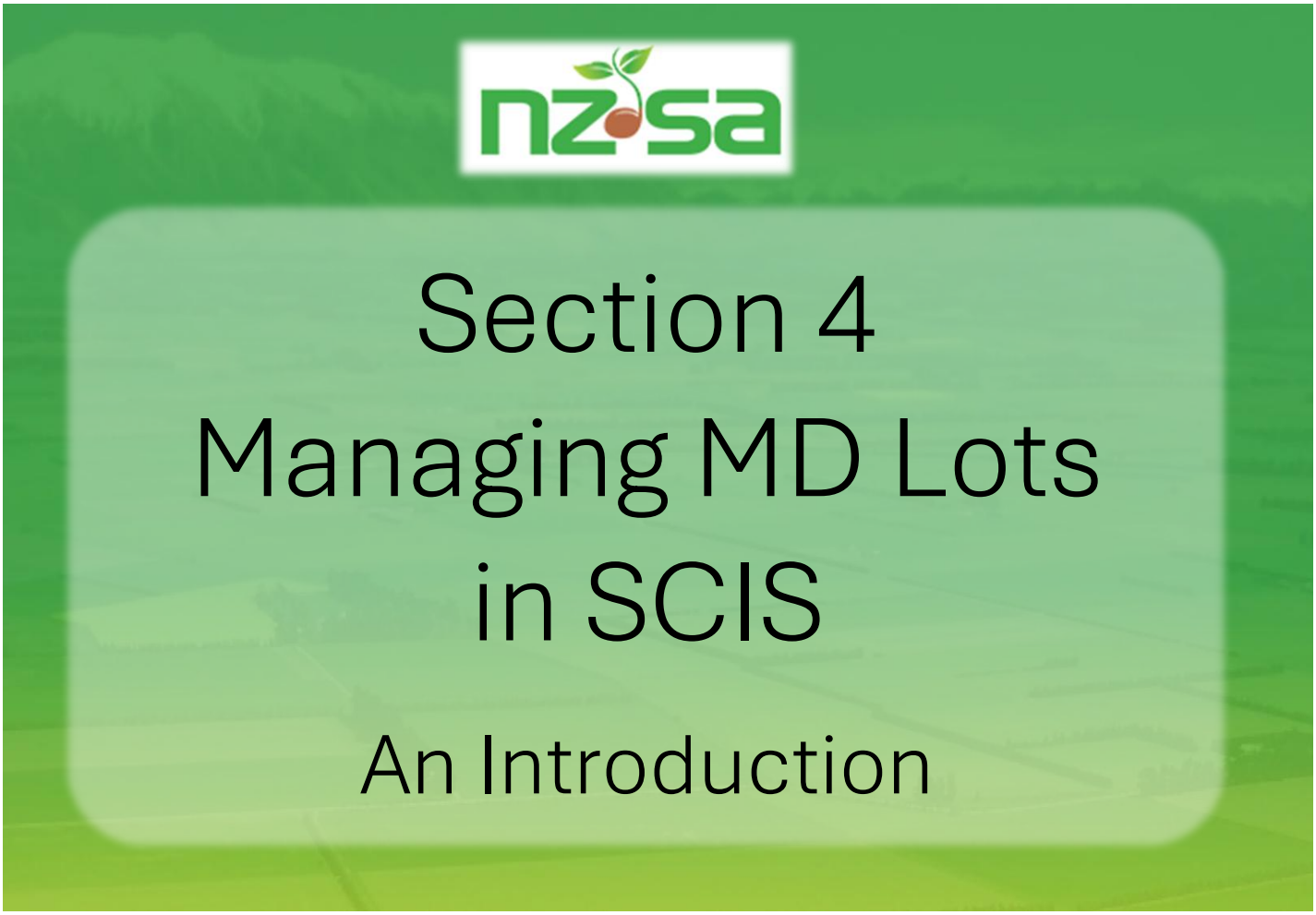

Crop 1
Crop 2
Manage Seed Lines
SEED LINE IDS like: NZL-2025-3000006
Manage MD Lots
MD LOT IDS like: NZL-2025-5000009
FD Seed Line arrives at Processor
Split
(4.0t)
Create MD Lot(s)
(6.0t – total)
Superseded
Blend with...
Seed Line already at Processor
Create MD Lot
(7.0t)
Create MD Lot
(2.0t)
Create MD Lot
(1.0t)
Step 10
Create MD Lot with all remaining weight.
Step 11
Complete the Seed Line.
Blended crops must all have the same:
Owner
Scheme
Species/Variety



The diagram below is available from NZSA and can be used as a quick reference showing various scenarios.



4 Manage MD Lots in SCIS – An introduction



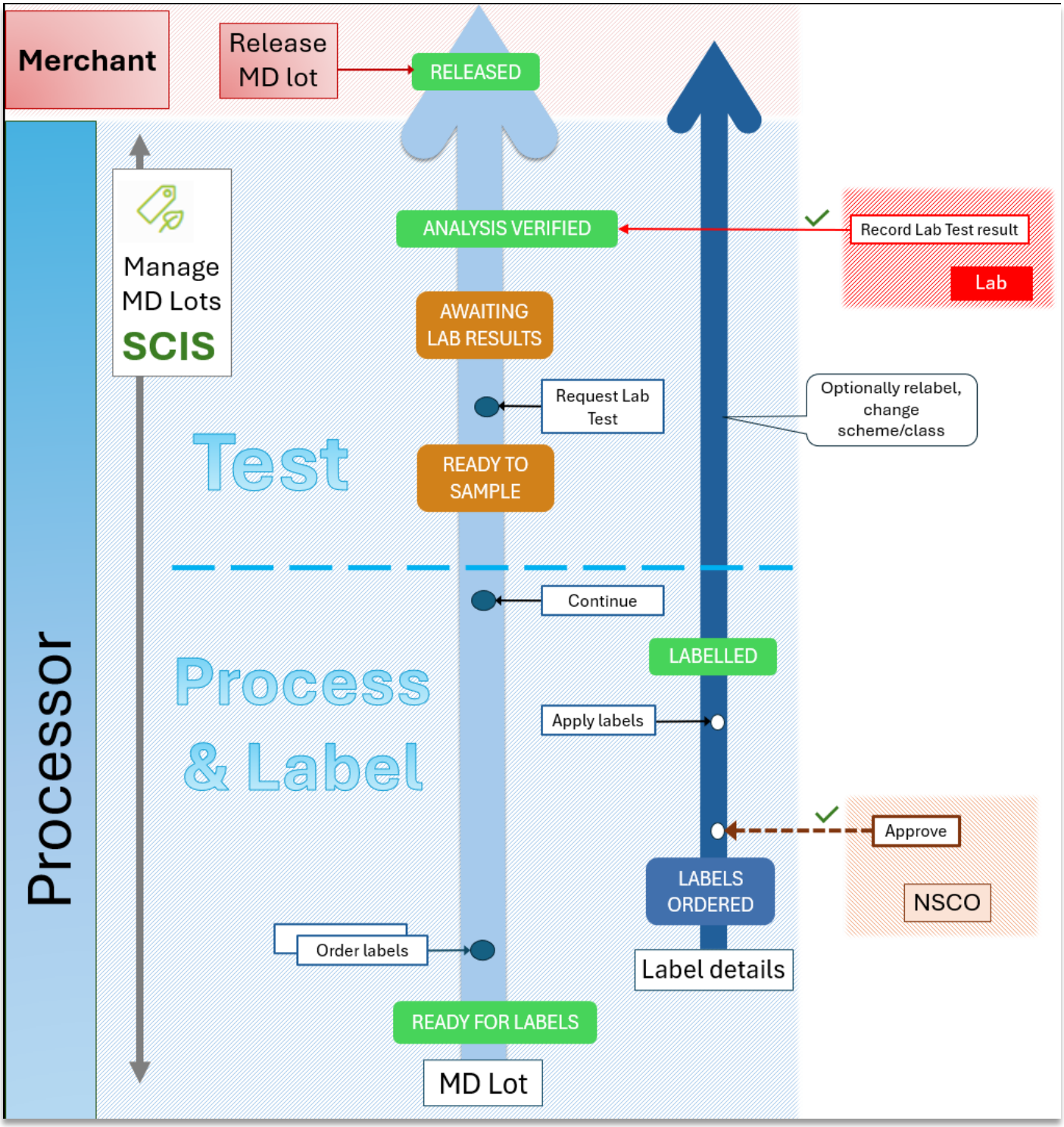
- MD Lot SCIS lifecycle
- Initial labelling of MD Lots
- Testing MD Lots
- Relabeling MD Lots and other actions

4.1 Overview

As shown in the diagram below, **Manage MD Lots** functionality supports the lifecycle of the **MD Lot** up to the point of Release.

The lifecycle starts at the bottom of the diagram—where the MD Lot has just been created in the SCIS **Manage Seed Lines** screen—and ends at the top.

An overview of each phase is provided on the next page.



4.2 Manage MD Lots phases

Phase	Description
Process & Label	The Processor uses the **Order labels** functionality once or multiple times to request sets of labels for sets of containers of a single size. Each set of labels has a total weight. SCIS allocates a range of sequence numbers for each label order—which is also known as a 'Container Line'. The Processor receives the labels (after NSCO approval) then processes and labels the MD Lot. The Processor uses **Apply labels** on each label order (Container Line) to confirm that all labels have been received and applied—or to confirm that some labels have not been applied. If necessary, SCIS adjusts the total weight of the set of labels. Replacement labels can also be ordered and applied. Finally, the Processor clicks **Continue** to confirm that the total of all labelled weights is the actual MD Lot weight.
Test	Lab testing is a critical milestone for the MD Lot. During this phase the user **Requests a lab test** and waits for the result. Once a successful lab test result has been recorded, the MD Lot may simply be **Released**. Various actions can be performed on individual Container Lines (and in some cases on the MD Lot) during this phase—replacing labels, reverting part of the Container Line to a Seed Line etc. Some actions (change of scheme or change of class for part of the MD Lot) may not be available until after the Lab Test result has been received.

4.3 Supporting real-world changes

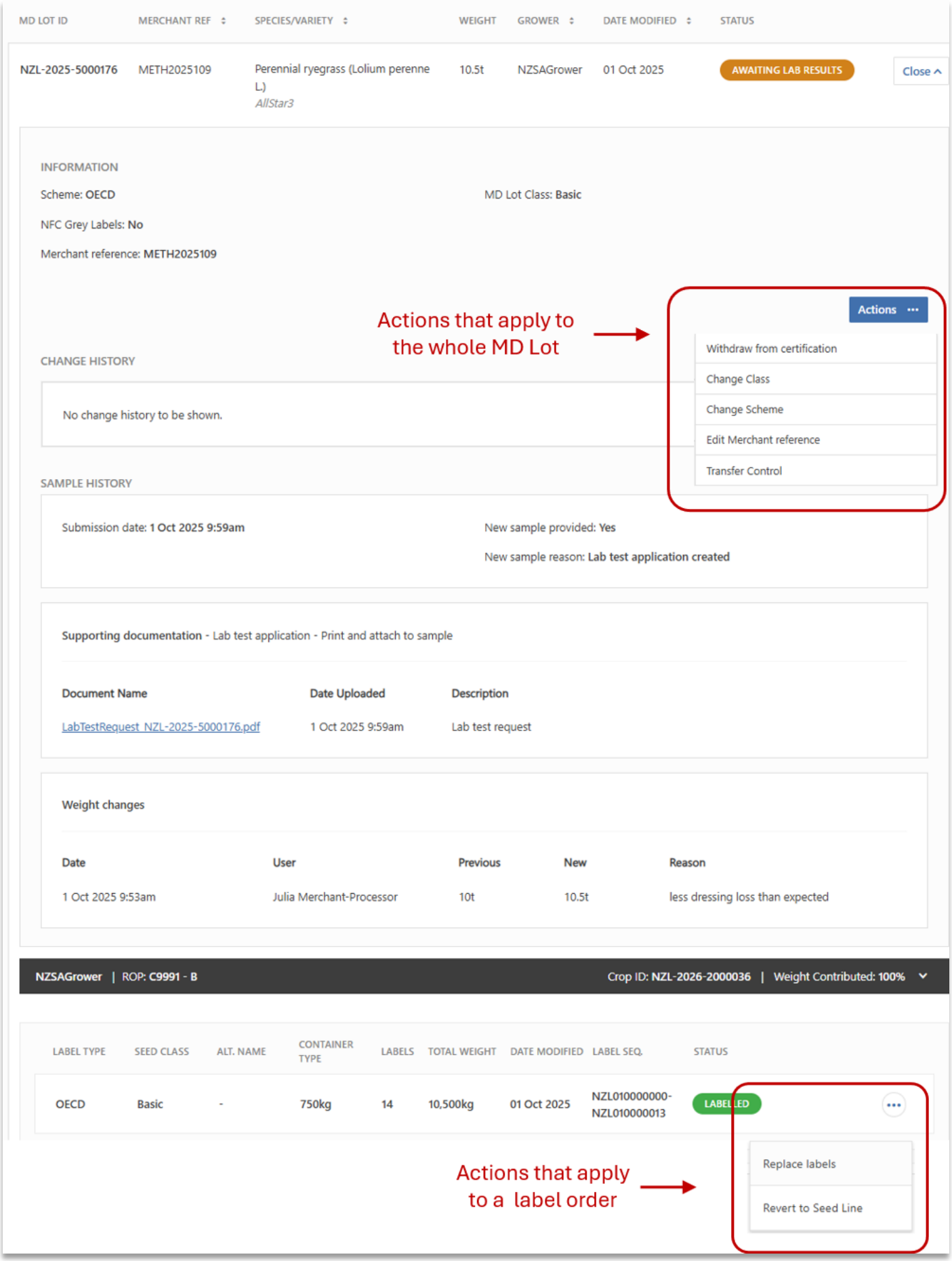
SCIS supports real-world changes after initial labelling and throughout the MD Lot lifecycle: change in container size and number of containers; limited adjustments to overall MD Lot weight; removal of one or more containers; revert to Seed Line. Some actions must wait until after the Lab Test result has been received, and some are available as soon as the MD Lot weight has been confirmed. These rules are described in the following sections.

4.4 Approval steps

Each **Order labels** request must be approved by the NSCO. This is shown in the previous diagram and described in more detail later in this document. Other actions such as 'Change Scheme for a partial Lot' also require approval.

In some cases, MPI approval is required for Release. This is described in *Section 8 - Release process*.

4.5 Sample Manage MD Lots screen



4.6 MD Lot status

4.6.1 MD Lot Status up to Release

The following table describes all the statuses that apply to a MD Lot prior to the final release step.

MD Lot status	Notes
READY FOR LABELS	Initial status of a MD Lot. Processor orders labels, waits for them to arrive, then applies them and confirms to SCIS that they have been applied.
READY TO SAMPLE	The Processor has requested a Lab Test.
REVERTED	The Processor has requested that the MD Lot be Reverted back to a Seed Line (usually so that further Blending and/or Splitting can occur).
WITHDRAWN	The Processor has Withdrawn the MD Lot.
AWAITING LAB RESULTS	The Processor is waiting for the Lab Test results to be uploaded to SCIS.
ANALYSIS VERIFIED	The Lab confirms that the MD Lot has met the standard for the Scheme and Class it is labelled for.
REJECTED SAMPLE	The Lab has rejected the sample.
FAILED ANALYSIS	The Lab test has failed analysis.

4.6.2 MD Lot Status - Release process

The following table describes the different statuses that apply to a MD Lot prior at the final release step.

MD Lot status	Notes
RELEASED	The MD Lot is in RELEASE status.
READY FOR RELEASE	The MD Lot is waiting for final release by MPI or IVA.
MPI – ON HOLD	MPI has applied the Hold action to an MD Lot that needs Release approval by MPI.
MPI - DECLINED	MPI has applied the Decline action to an MD Lot that needs Release approval by MPI.

4.7 Understanding SCIS Container Lines (sets of Labels)

4.7.1 Contents

A SCIS Container Line (shown as a row in SCIS) consists of the following:

Scheme	*set automatically and fixed until final phase*
Class	*set automatically and fixed until final phase or Downgrade of the MD Lot*
Container size	entered by the Processor
Number of Containers	entered by the Processor
Starting sequence number	allocated by SCIS
Ending sequence number	allocated by SCIS
Status	set and updated by SCIS

Each MD Lot may have one or many Container Lines.

The image below shows a typical Container Line.

LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
NZ	Basic	-	1kg	1	1kg	12 Jul 2025	NZL010049342-NZL010049342	LABELLED

SCIS displays three dots (**...**) to the right of the Container Line if actions are available. Click on **...** and select the appropriate action.

LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS	
NZ	Basic	-	1kg	1	1kg	12 Jul 2025	NZL010049342-NZL010049342	LABELLED	•••

4.7.2 All Container Line rows remain visible to the Processor in the MD Lot display

Each new Container Line is added to the end of the list of Container Lines.

The image below shows the MD Lot display with:

- the first **Order labels** request (which now has a status of **REMOVED**)
- a new **Order labels** request with a status of **LABELS ORDERED**.

As expected, the sequence numbers are different for the two sets of labels.

LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
NZ	1st Generation	-	1kg	9	9kg	11 Jul 2025	NZL010049255-NZL010049263	REMOVED
NZ	1st Generation	-	0.5kg	18	9kg	11 Jul 2025	NZL010049264-NZL010049281	LABELS ORDERED

4.7.3 Multiple Container Line rows for the same set of labels

SCIS always asks the Processor whether an action such as **Apply labels** is for all labels in the set, or some subset of labels.

If the action is for a subset of labels, SCIS splits the Container Line into two independent Container Lines that both

have the same set of sequence numbers.

The number of containers in each of the two Container Lines reflects what the Processor told SCIS about the number of labels used or discarded in the action.

The Processor can check the status of each Container Line to confirm the changes that SCIS has made.

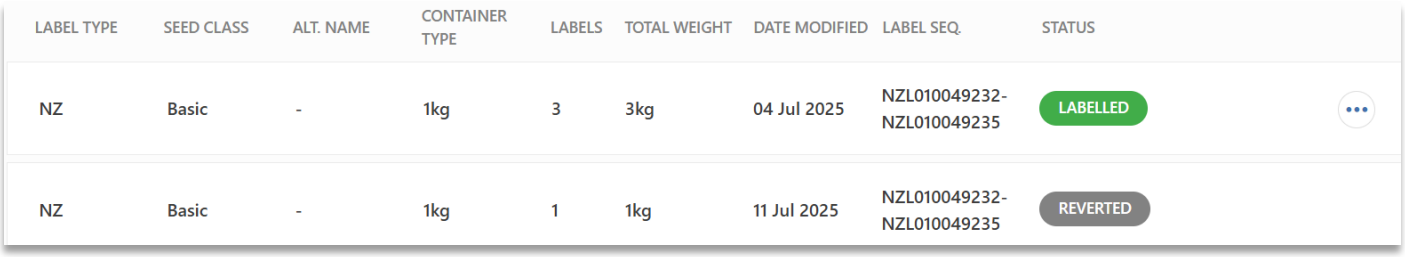
Example

In this example, the original Container Line was for 4 containers (labels) with a status of **LABELLED**.

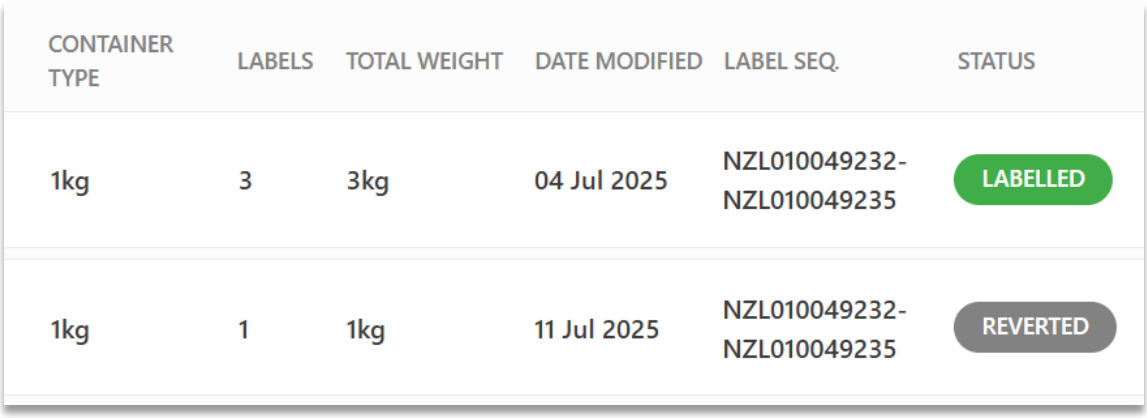
The images below show the Container Line rows after the Processor has selected **Revert to Seed Line** on the Container Line and specified that 1 Container out of the 4 Containers should be reverted.

SCIS has split the original Container Line into two and then applied the **Revert to Seed Line** action to the second Container Line—the status of that Container Line is **REVERTED**. Note that this Container Line does not have any available actions.

The first Container Line (now with the 3 containers) remains **LABELLED.**



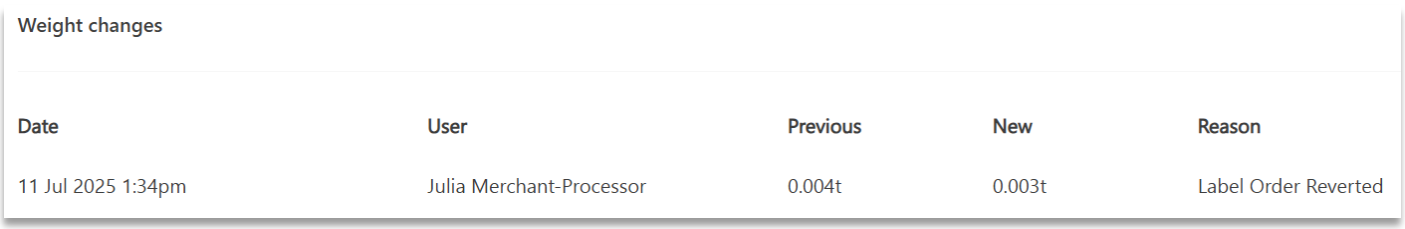
LABEL TYPE	SEED CLASS	ALT. NAME	CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
NZ	Basic	-	1kg	3	3kg	04 Jul 2025	NZL010049232-NZL010049235	LABELLED
NZ	Basic	-	1kg	1	1kg	11 Jul 2025	NZL010049232-NZL010049235	REVERTED



CONTAINER TYPE	LABELS	TOTAL WEIGHT	DATE MODIFIED	LABEL SEQ.	STATUS
1kg	3	3kg	04 Jul 2025	NZL010049232-NZL010049235	LABELLED
1kg	1	1kg	11 Jul 2025	NZL010049232-NZL010049235	REVERTED

4.7.4 Weight changes

SCIS tracks and displays any Container Line changes that affect the total MD Lot weight.



Weight changes

Date	User	Previous	New	Reason
11 Jul 2025 1:34pm	Julia Merchant-Processor	0.004t	0.003t	Label Order Reverted

4.7.5 MD Lot and Container Line actions that create a new set of label sequence numbers

Processor Action	SCIS action	Notes
Order labels (MD Lot)	Creates a new Container Line with status of **LABELS ORDERED**.	SCIS tracks the total weight of the MD Lot and ensures that the Processor does not exceed permitted limits (within a 5% allowance).
Replace labels (Container Line)	SCIS creates a new Container Line for the new labels with a status of **PENDING RELABEL**.	The original Container Line status changes to **REMOVED.**

4.7.6 Container Line actions that update the Container Line

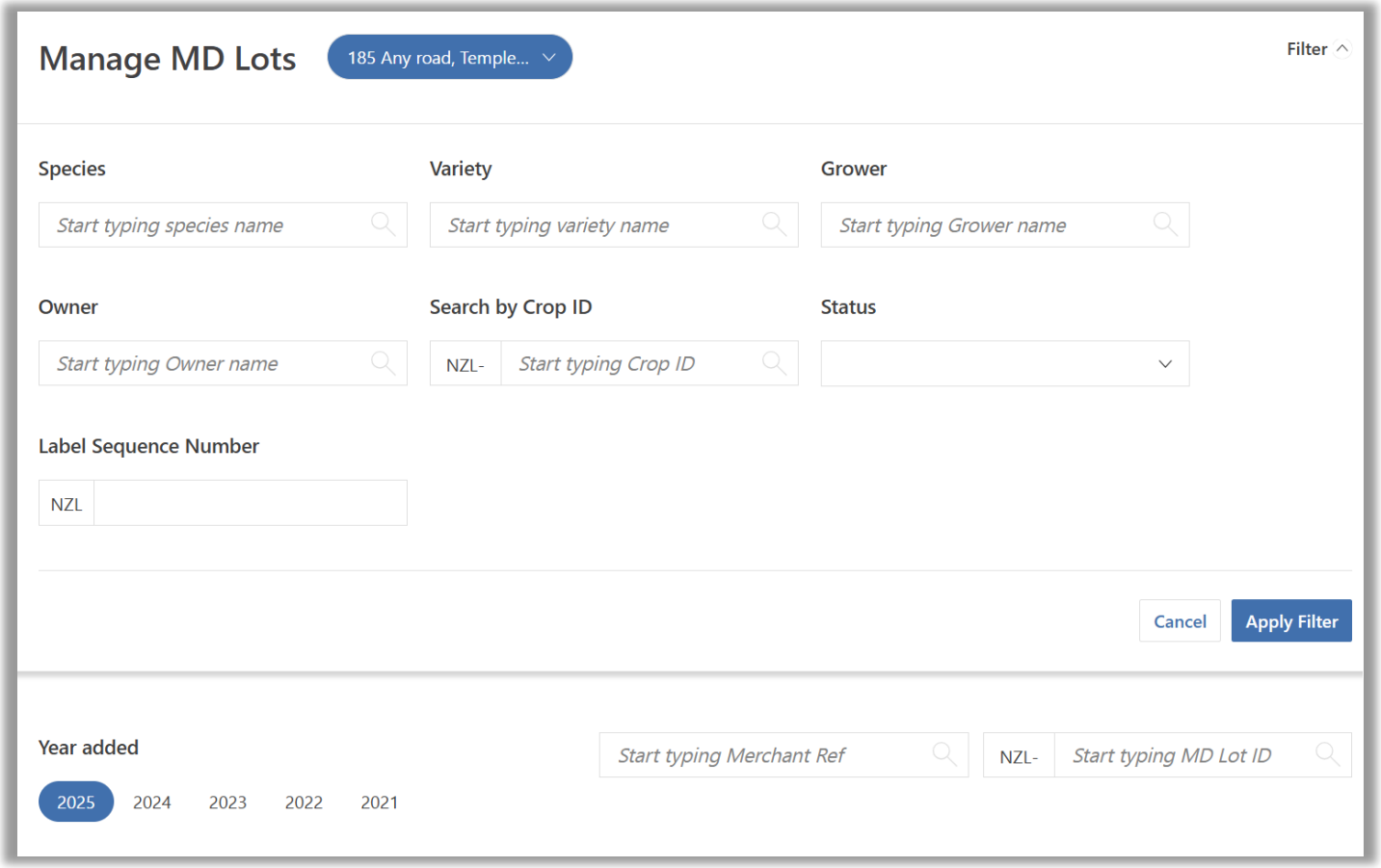
Actions	If Processor confirms action is for all labels
Apply labels	The status of the Container Line changes to **LABELLED**.
Remove labels	The status of the Container Line changes to **REMOVED**.
Apply replacement labels	The status of the Container Line changes to **LABELLED**. The Processor must confirm that the original labels were destroyed.
Revert to Seed Line	The status of the Container Line changes to **REVERTED**.
Change class	Not available for a Container Line until lab test has been completed (although the entire MD Lot can be downgraded at any time).
Change scheme	Not available until lab test has been completed. Please see *Section 7 Manage MD Lots* – for details of this action.

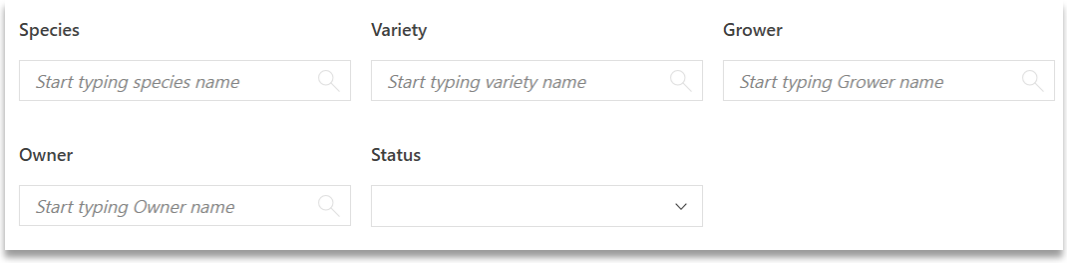
4.7.7 Container Line actions where the action applies to a partial set of labels

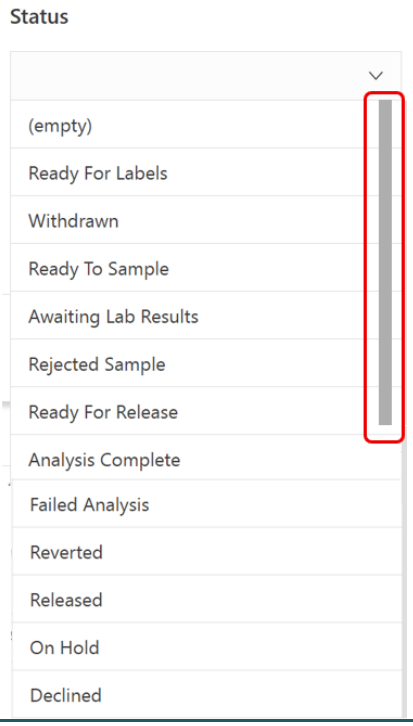
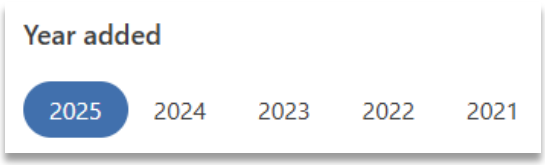
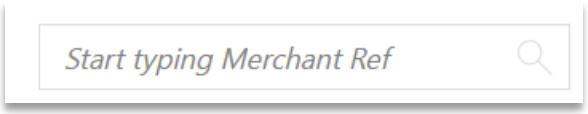
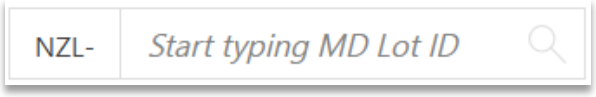
Actions	If Processor confirms action is for some labels but not all
Apply labels	SCIS reduces the number of containers and reduces the total weight of the Container Line.The Processor must confirm that any labels not used applied been destroyed. The status of the Container Line changes to **LABELLED**.
All other actions	SCIS automatically splits the Container Line into two and manages the two independently. One Container Line will typically remain with the original status and a reduced number of containers, and the requested action will be taken on the other.

4.8 Filter and Selector options on the Manage MD Lots screen

Each of the filter and selector options on the **Manage MD Lots** screen is described in the table below.



Filter options	Example
Processing location *Selector*	
Species Variety Grower Owner Status	 **HINT** You can enter a variety's Alternative name in the Variety field. SCIS checks for both the main name and the alternate name in variety searches. If SCIS finds a variety by its alternate name, it shows the variety entry with the alternate name appended.

Status options. This screen has a lot of possible statuses. Not all entries appear on the screen. Remember to scroll down to view the whole list and find all status values.	
MD Lot that has a Container Line with a label sequence including this number.	
Year added *Selector*	
Merchant Ref *Quick filter*	
MD Lot ID *Quick filter*	

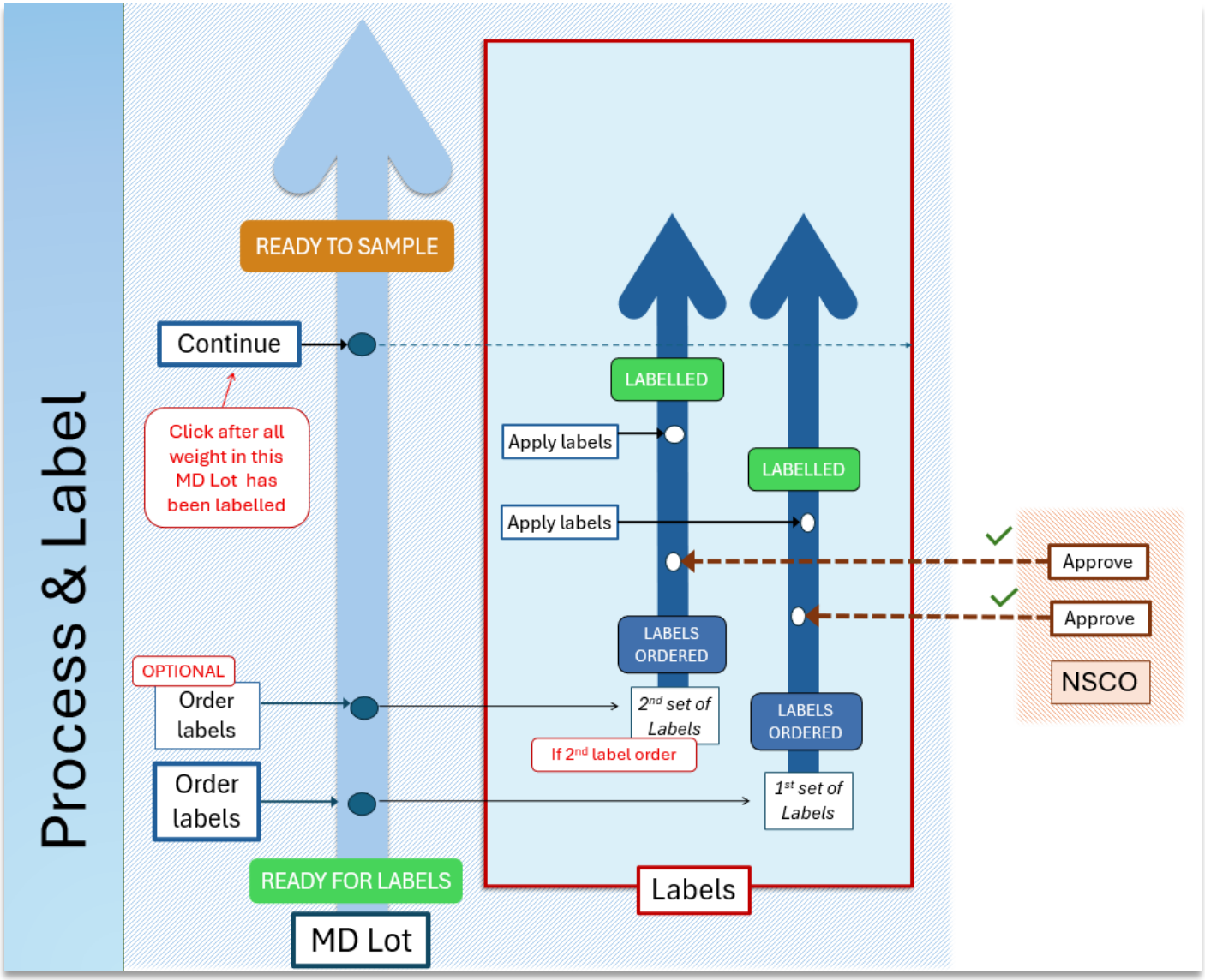
4.9 Sortable columns on the Manage MD Lots screen

The following columns are sortable— and can be very useful (often together with filtering) to locate MD Lots.

Columns
Merchant Ref
Species/Variety
Grower
Date Modified

- *Request* one or more sets of labels
- *Apply* each set of labels once approved by the NSCO, printed and sent to the Processor
- *Confirm* that the entire MD Lot has been labelled and formally confirm the total MD Lot weight
- *Revert* a MD Lot

5.1 Overview



As shown in the picture above, the Processor uses the SCIS **Order labels** functionality once or multiple times to request sets of labels for sets of containers of a single size. Each set of labels has a total weight.

The Processor continues ordering labels until labels have been ordered for the full weight of the MD Lot.

SCIS allocates a range of sequence numbers for each label order—which is also known as a 'Container Line'. These numbers can be seen on the Container Line row. Each Container Line is created with the status **LABELS ORDERED**.

The NSCO will automatically see each new label order as it is created.

In normal processing, the NSCO now approves the label order, prints the labels and sends them to the Processor. The status of the label order remains **LABELS ORDERED** and does not change until the Processor clicks the **Apply labels** action.

If the NSCO declines the label order, the label order status immediately changes to **DECLINED**. The reason can be found by opening the label order row.

Labels are shipped to the Processor, who uses the **Apply labels** action on the Container Line to tell SCIS that the labels have been received and applied. As part of the **Apply labels** action, the Processor confirms that either all labels have been applied (no changes to the total weight of the MD Lot)—or that some labels have not been applied, in which case SCIS adjusts the weight of the Container Line and the total weight of the MD Lot.

The Processor then clicks **Continue** to formally confirm to SCIS that the entire MD Lot has been labelled. SCIS sets the total weight of the MD Lot to the weight of all the labelled containers. The MD Lot status is then changed to **READY TO SAMPLE**. The status of the Container Lines does not change.

This overview describes some simple Initial labelling scenarios. More complex scenarios are also supported—these are described in Section **Error! Reference source not found.** ***Error! Reference source not found.***.

5.2 Actions and their availability during initial labelling

5.2.1 Actions that apply to the whole MD Lot

Action buttons	Available here?	Notes
Revert Lot to Seed Line	Part	Not available after labels ordered.
Withdraw from Certification	**Yes**	Must confirm labels destroyed if after labels ordered.
Downgrade MD Lot	No	Not available until the weight has been confirmed. Not available if the MD Lot is already at the lowest permitted class for the species.
Edit Merchant Reference	**Yes**	
Transfer Control	No	Not available until the weight has been confirmed.
Order labels	**Yes**	One or more times.

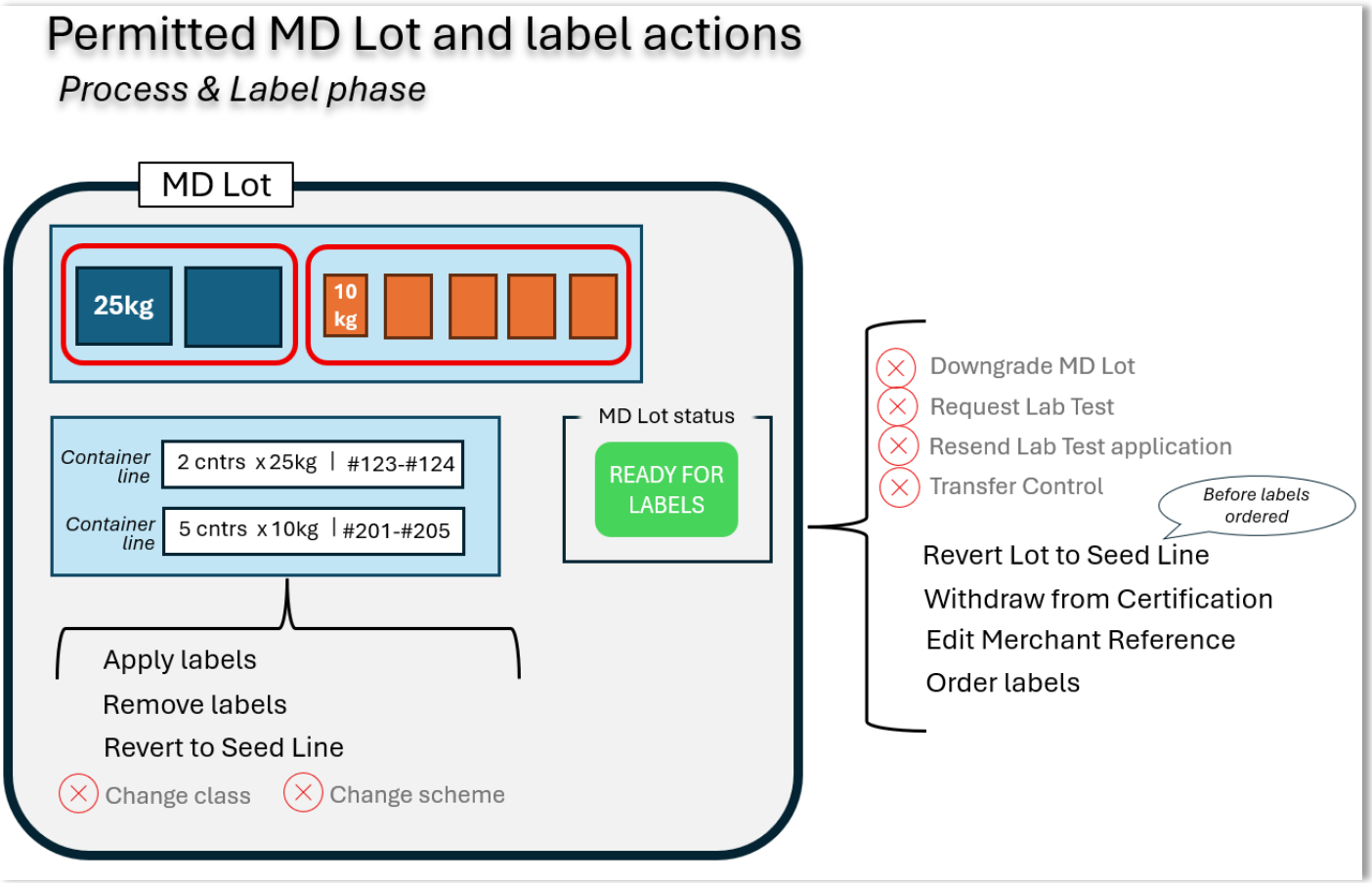
5.2.2 Actions that apply to individual container line label orders

Actions	Available here?	Notes
Apply labels	**Yes**	
Remove labels	Yes	
Revert to Seed Line	Yes	
Change class	No	Not available until lab test has been completed.
Change scheme	No	Not available until lab test has been completed.

5.2.3 Individual container line status and the actions available

Status	Available actions
LABELS ORDERED (before NSCO approval)	None
LABELS ORDERED (after NSCO approval)	Apply labels Remove labels
LABELLED	Remove labels Revert to Seed Line
REVERTED	None
REMOVED	None
DECLINED	None (except Open to see the Decline reason).

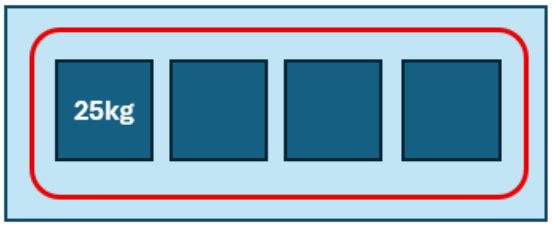
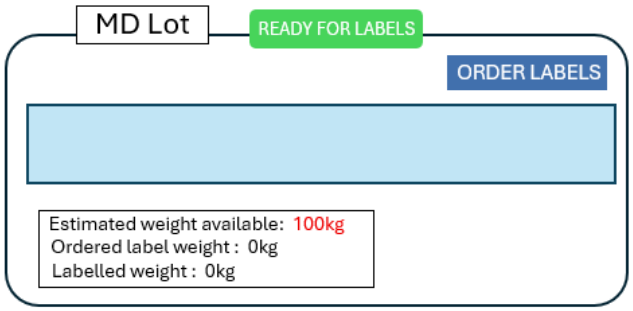
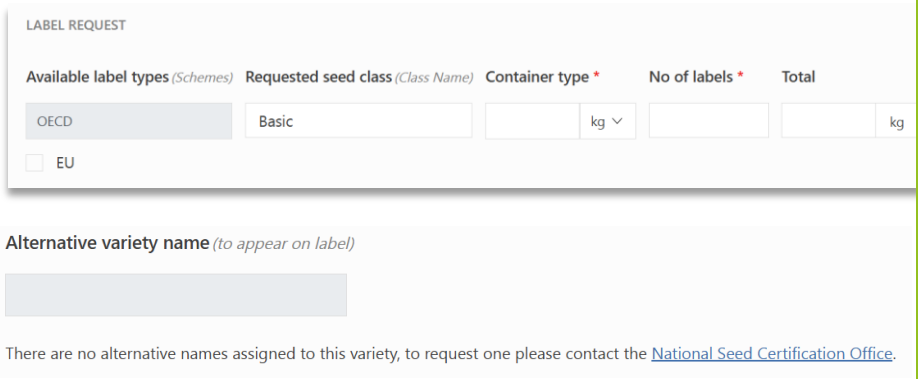
5.2.4 Summary of permitted MD Lot and label actions

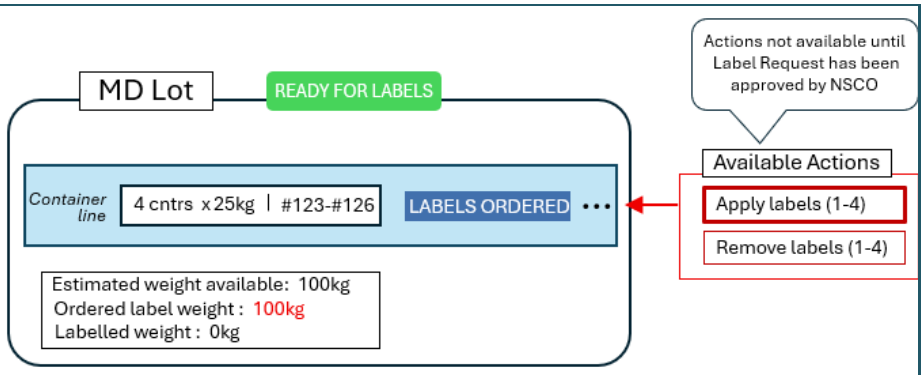
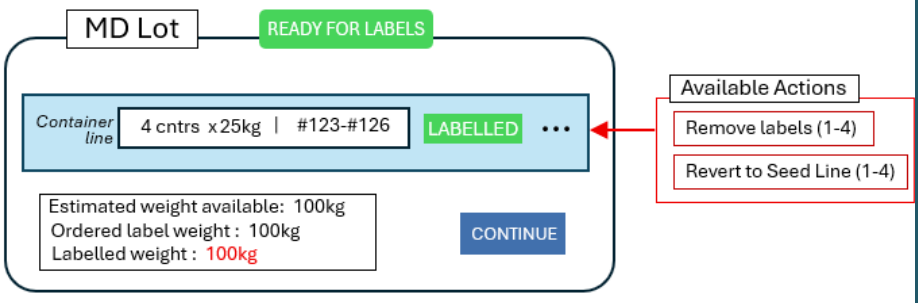
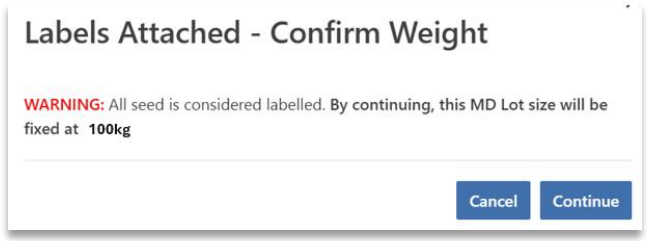
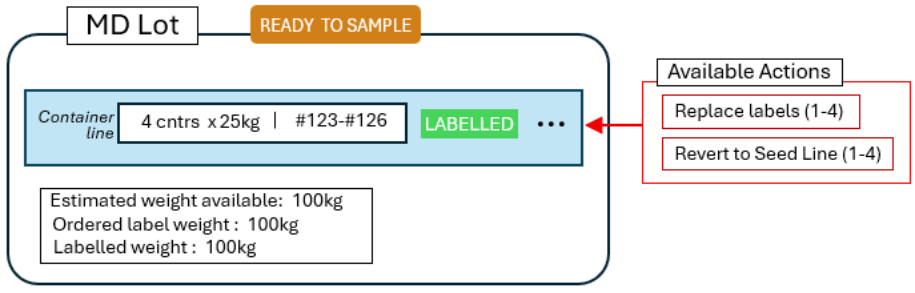
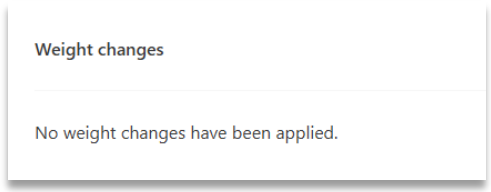


5.3 Simplest flow during initial labelling

	Flow description
1	MD Lot containers are a single size. A single label order is created for all containers, and the NSCO approves the request. All labels are applied and there are no weight adjustments. The Processor clicks Continue and confirms.

5.3.1 Simplest flow detailed example

Step	Notes
	 • MD Lot current total weight is 100kg. • It is physically bagged in 4 x 25kg bags. • The Processor requests a single SCIS label order for the entire MD Lot. • SCIS creates a single SCIS 'Container Line' with a single range of label sequence numbers.
Start The MD Lot status is READY FOR LABELS. There are no Container Lines.	
Click **Order Labels**. Enter Container type (25kg) and Number of labels (4). Click **Submit**.	

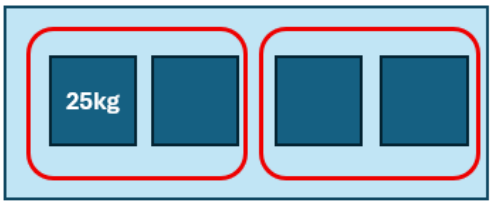
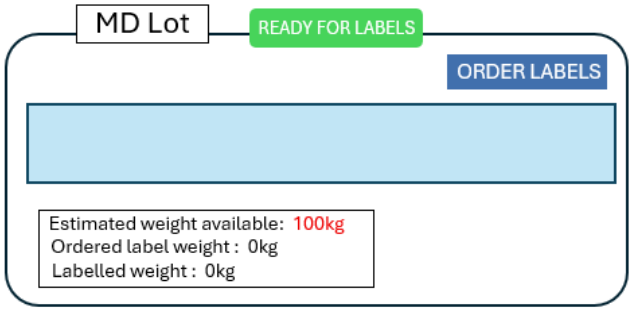
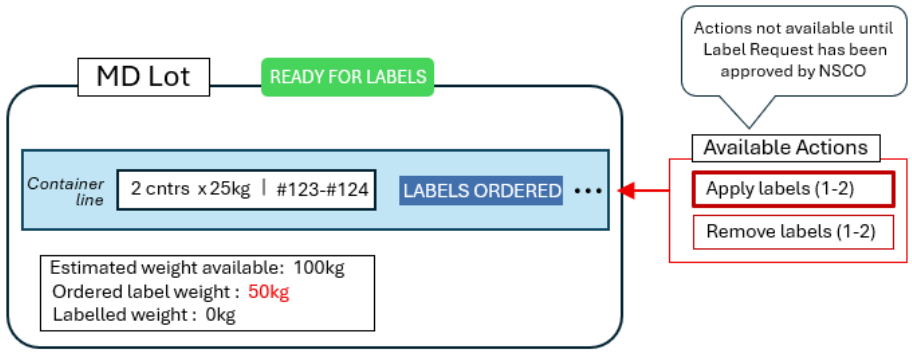
The MD Lot display now contains a row for this label order—a Container Line. The label sequence numbers allocated by SCIS for this Container Line are shown here. Status is LABELS ORDERED. Initially no actions are available for this Container Line. Once the NSCO has approved the label order and dispatched the labels, **Apply Labels** becomes available.	
Click **Apply Labels** and confirm that all 4 labels were used.	
The status of the label order row changes to LABELLED, and the Labelled weight has been updated to 100kg.	
Click **Continue** to confirm that the whole MD Lot has been labelled. This also formally confirms the total weight of the MD Lot.	
The MD Lot status changes to READY TO SAMPLE, and the Initial labelling phase is complete. Available actions now include Replace labels (described in the next section of this Guide).	
The MD Lot now contains a **Weight changes** section. In this example, no weight changes have been applied.	

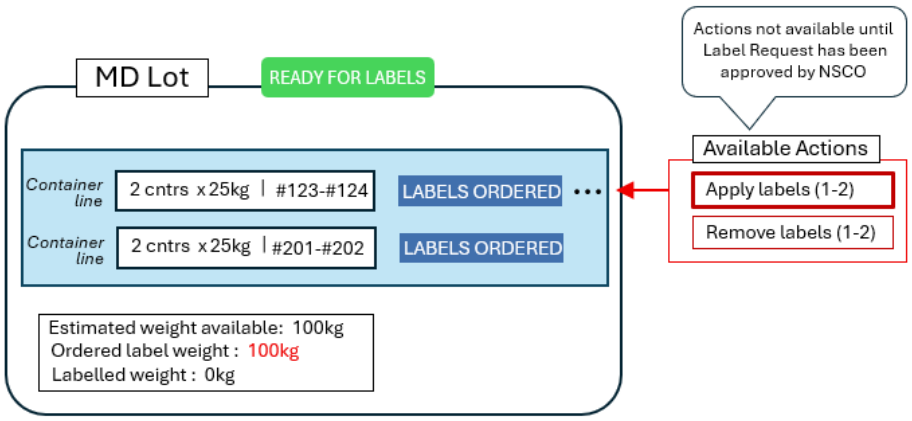
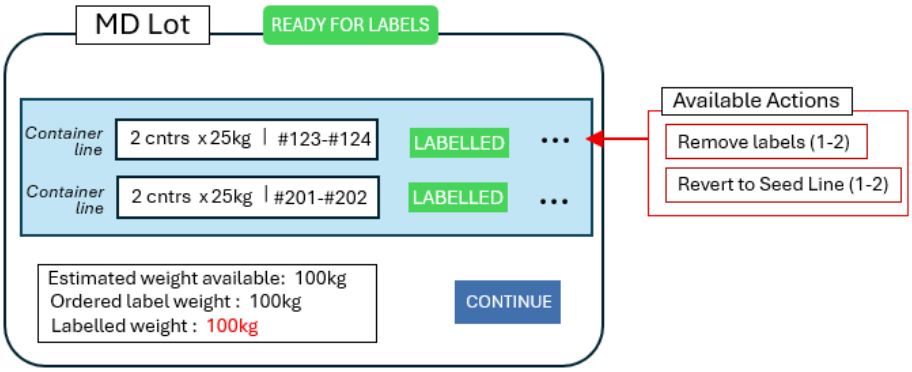
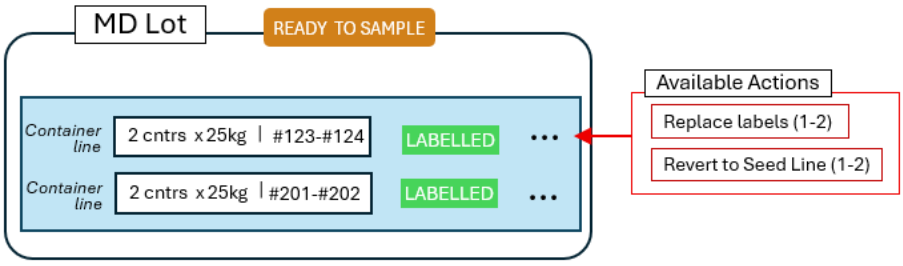
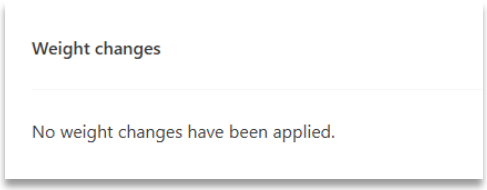
5.4 Other flows during initial labelling

Some of these flows are described in detail in the following pages. More detailed examples will be added in the future.

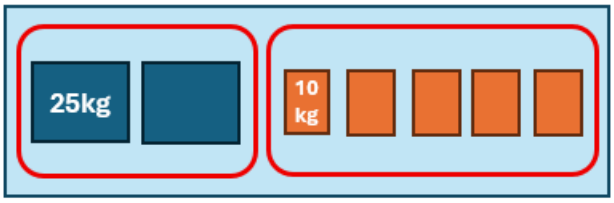
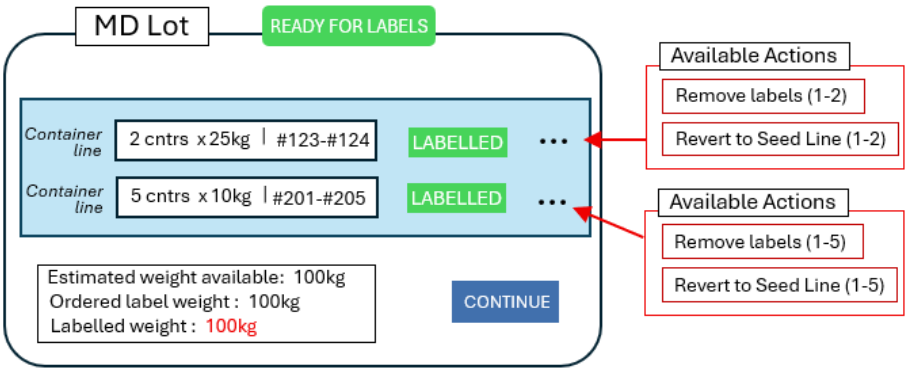
	Flow description
2	*All MD Lot containers are the same size.* *Two Label Order requests are submitted, each for part of the MD Lot. The NSCO approves the requests.* *All labels are applied and therefore there are no weight adjustments.*
3	*The MD Lot consists of two different sets of containers of different sizes.* *Labels are ordered for the first container line, and the NSCO approves the request.* *Labels are ordered for the second container line, and the NSCO approves the request.* *All labels are applied and therefore there are no weight adjustments.*
4	*MD Lot containers are a single size.* *Labels are ordered for all containers, and the NSCO approves the request.* *Before labels can be applied, the MD Lot is re-bagged into different size containers.* *All labels are 'removed' in SCIS.* *Labels are ordered for all new containers.* *All labels are applied and therefore there are no weight adjustments.*
5	*MD Lot containers are a single size.* *Labels are ordered for all containers, and the NSCO approves the request.* *Not all labels are applied – some containers are discarded.* *SCIS automatically adjusts the weight of the MD Lot.*
6	*The MD Lot consists of two different sets of containers of different sizes (two 'container lines').* *Labels are ordered for the first container line, and the NSCO approves the request.* *Labels are ordered for the second container line, and the NSCO approves the request.* *All labels are applied and therefore there are no weight adjustments.*
7	*The NSCO declines the label request.*

5.4.1 Example 2 - MD Lot consists of 4 x 25kg containers, two separate label orders

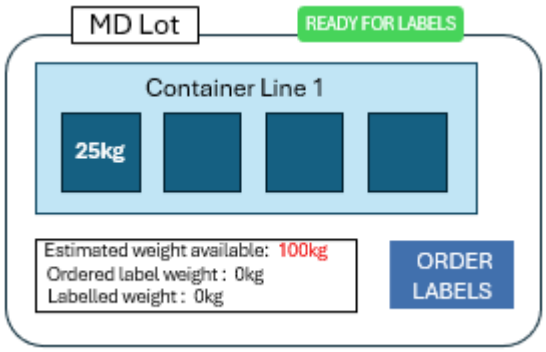
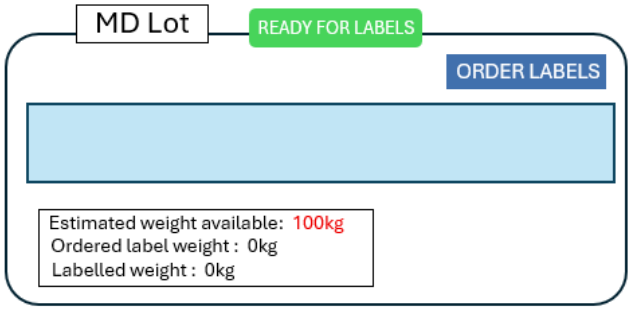
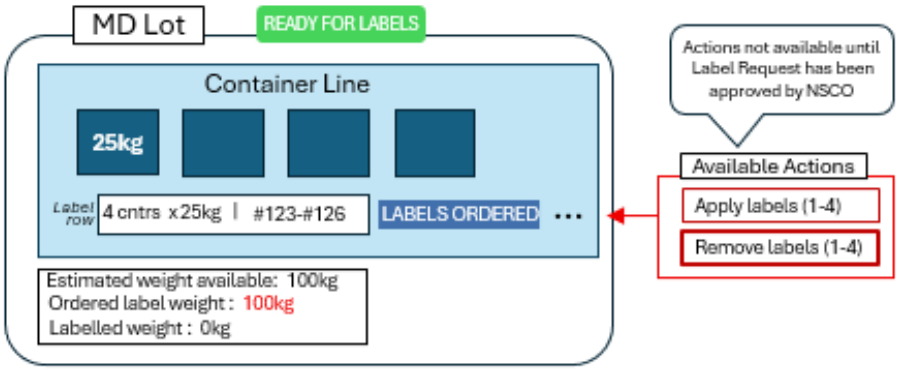
Step	Notes
	 • MD Lot current total weight is 100kg. • It is physically bagged in 4 x 25kg bags. • There will be two SCIS label orders for the MD Lot, each for two bags. • This will create two SCIS 'Container Lines', and two ranges of label sequence numbers.
The MD Lot status is READY FOR LABELS.	
Click **Order Labels**. Enter Container type (25kg) and Number of labels (2). Click **Submit**.	
The MD Lot display now contains a row for this label order—a Container Line. The label sequence numbers allocated by SCIS for this Container Line are shown here. Status is LABELS ORDERED. Initially no actions are available for this Container Line. Once the NSCO has approved the label order and dispatched the labels, **Apply Labels** becomes available.	
Click **Order Labels**. Enter Container type (25kg) and Number of labels (2). Click **Submit**.	

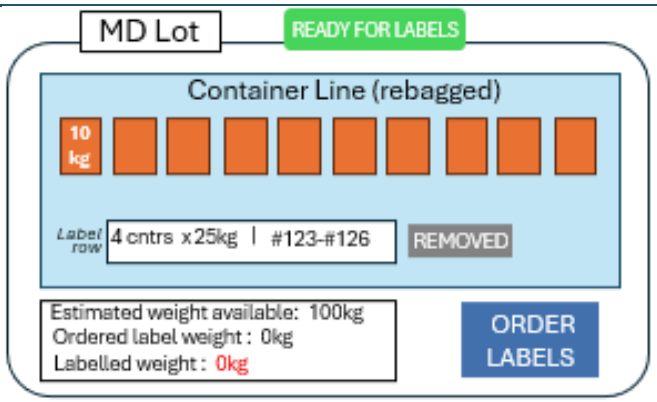
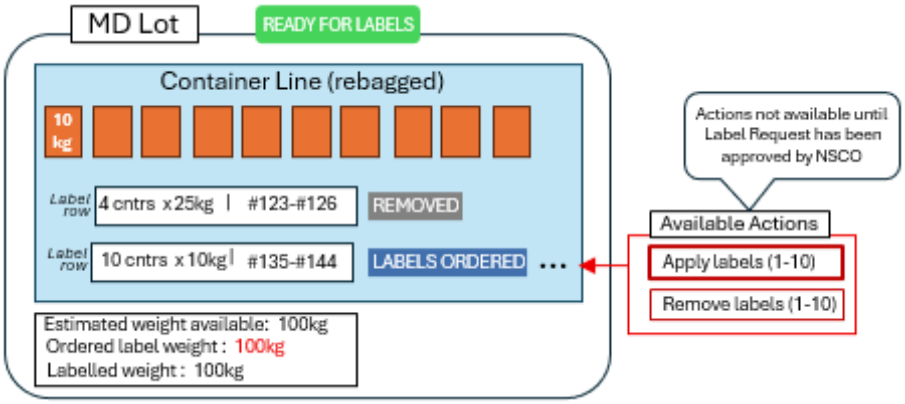
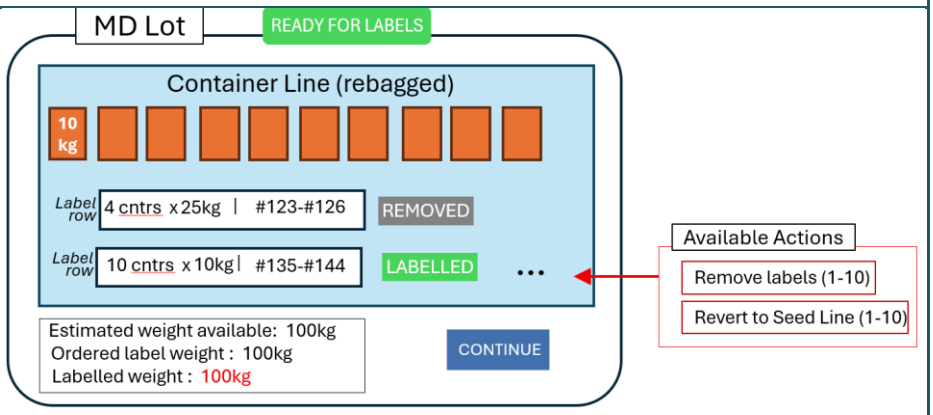
The MD Lot display now contains a second row for this label order—a second Container Line. The label sequence numbers allocated by SCIS for this Container Line are shown here. Status is LABELS ORDERED.	
Click **Apply Labels on each Container line**. Confirm on each that all labels were used.	
The status of each Container Line order row changes to LABELLED, and the Labelled weight has been updated to 100kg.	
Click **Continue** to confirm that the whole MD Lot has been labelled. This also formally confirms the total weight of the MD Lot.	
The MD Lot status changes to READY TO SAMPLE, and the Initial labelling phase is complete. Available actions now include Replace labels (described in the next section of this Guide).	
The MD Lot now contains a **Weight changes** section. In this example, no weight changes have been applied.	

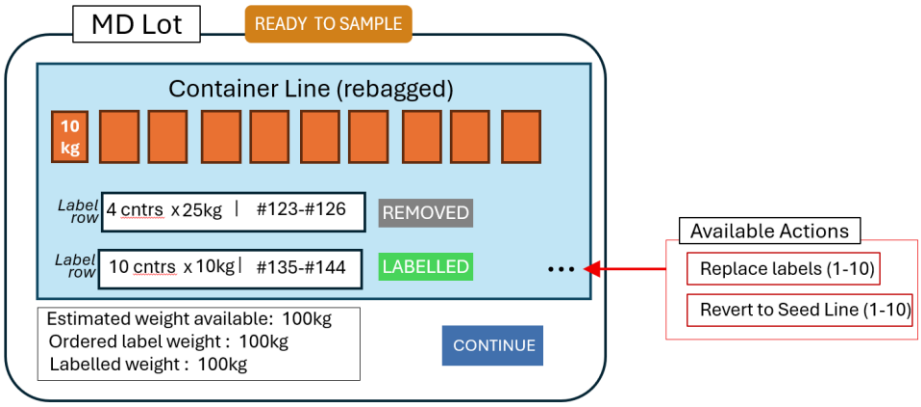
5.4.2 Example 3 - MD Lot consists of 2 x 25kg containers and 5 x 10kg containers

Step	Notes
	 • MD Lot current total weight is 100kg. • It is physically bagged in 2 x 25kg bags and 5 x 10kg bags. • There will be two SCIS label orders for the MD Lot, one for the 25kg bags and one for the 10kg bags. • This will create two SCIS 'Container Lines', and two ranges of label sequence numbers.
The remaining steps are the same as for Example 2, except that the container size and number of containers are different for each Label Order request.	
	

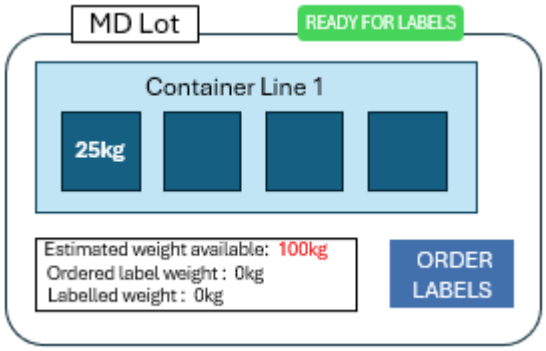
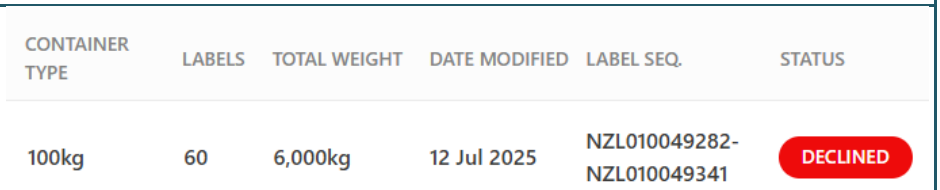
5.4.3 Example 4 - MD Lot consists of 4 x 25kg containers, is then re-bagged into 10 x 10kg containers

Step	Notes
The MD Lot status is READY FOR LABELS.	
The MD Lot status is READY FOR LABELS.	
Click **Order Labels**. Enter Container type (25kg) and Number of labels (4). Click **Submit**.	
There is now a row for this label order in the MD Lot with a status of LABELS ORDERED and the label sequence numbers that have been allocated. Because the MD Lot has just been re-bagged into different size containers, new labels are required.	
Click **Remove Labels** and confirm that all 4 labels will be disposed of.	

The status of the initial label order is now REMOVED. The Ordered label weight has been reduced to 0kg.	
Click **Order Labels**. Enter Container type (10kg) and Number of labels (10). Click **Submit**.	
There is now a new row for this label order in the MD Lot with a status of LABELS ORDERED and the new label sequence numbers that have been allocated.	
Click **Apply Labels** and confirm that all 10 labels were used.	
The status of the new label order row is now LABELLED, and the Labelled weight has been updated to 100kg.	
Click **Continue** to confirm that the whole MD Lot has been labelled.	

The MD Lot status changes to READY TO SAMPLE.	

5.4.4 Example 7 – The NSCO does not approve the label request

Step	Notes
The MD Lot status is READY FOR LABELS.	
Click **Order labels** and fill in the information. The NSCO does not approve the request.	
Click **Open** (to the right of the Declined status) to see the reason for the Decline.	

5.5 Reverting a MD Lot to a Seed Line

Revert to Seed Line is an action taken on a MD Lot from the **Manage MD Lots** screen, typically because further Splitting and / or Blending operations are required.

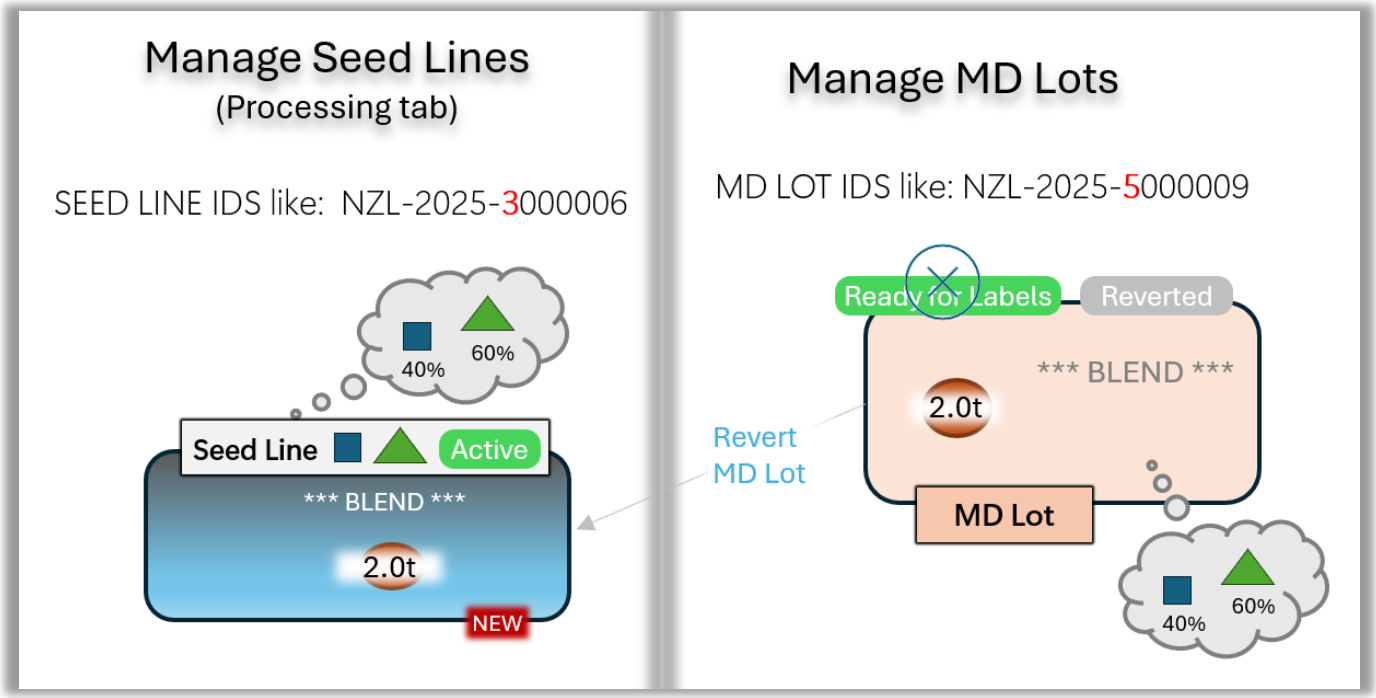
Reverting to a Seed Line:

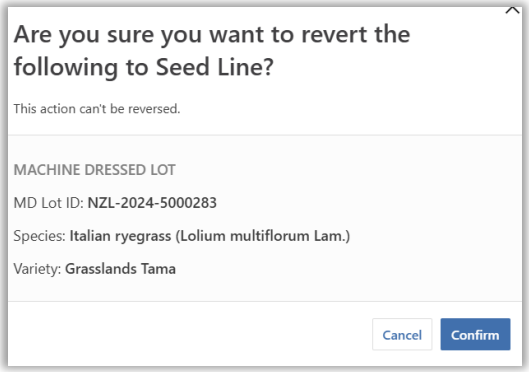
- Changes the status of the **MD Lot** to REVERTED
- Create a new **Seed Line** with a status of ACTIVE
- Includes a note in the new Seed Line about the MD Lot ID that was reverted
- Maintains any blend information

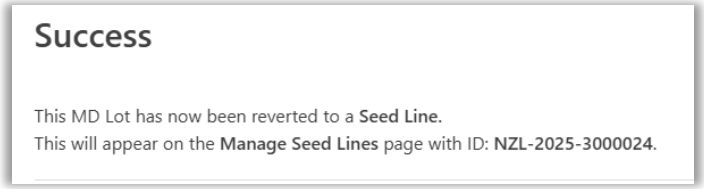
For example (as shown in the diagram below):

The MD Lot the Processor wishes to Revert is a Blend of 2.0t. The Processor requests **Revert to Seed Line.**

SCIS creates a new **Seed Line** of 2.0t and sets the same blend percentages as the MD Lot that it was created from (40% from Crop 1 and 60% from Crop 2).







6 Manage MD Lots – Test phase

- Requesting a lab test for a sample, and receiving the result
- Performing labelling actions on one or more Container Lines within the MD Lot
- Performing other actions on the MD Lot

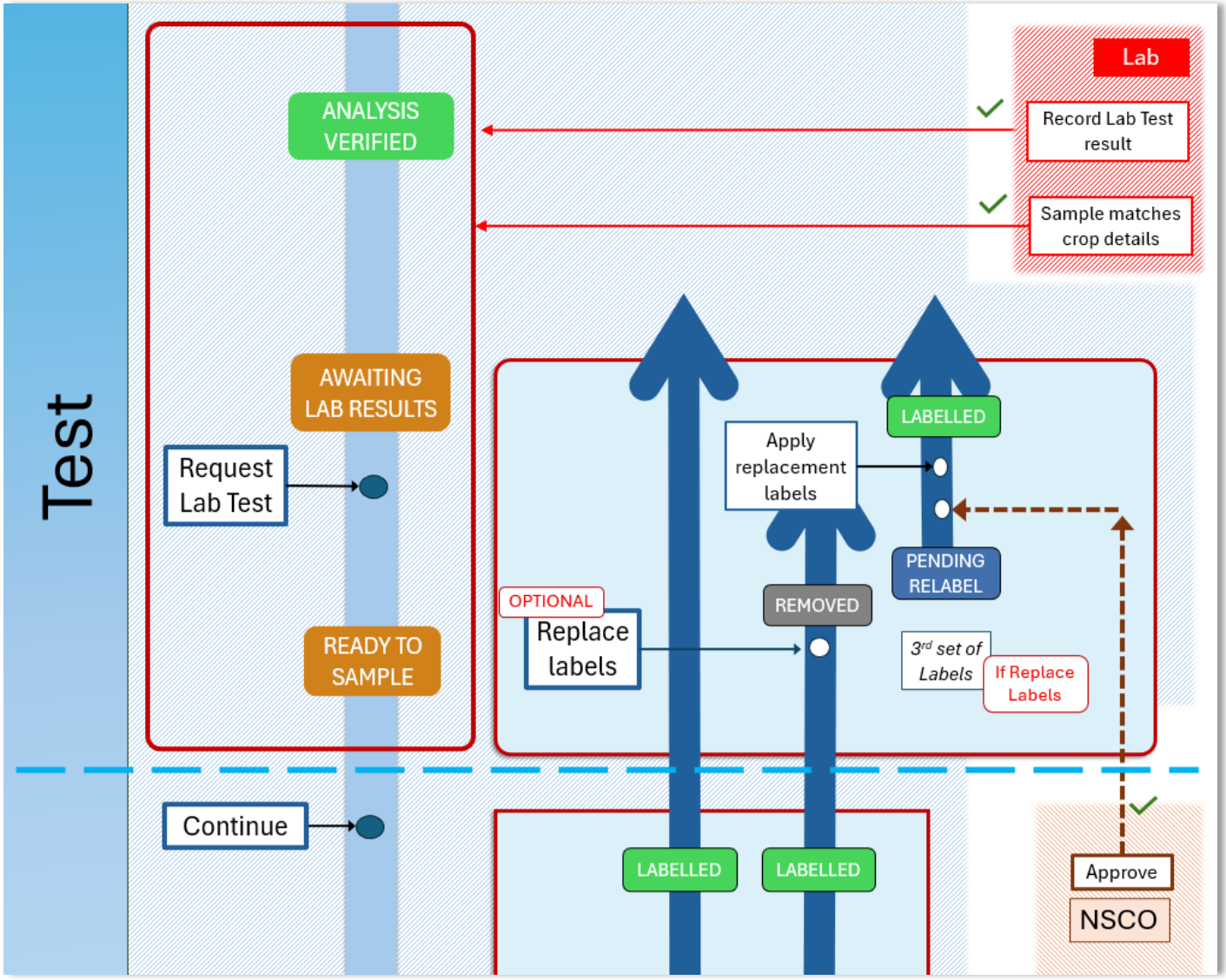
6.1 Overview

During this phase the Processor **Requests a lab test** and waits for the result.

As shown in the diagram below (to be read from bottom to top), the MD Lot status begins as **READY TO SAMPLE**, changes to **AWAITING LAB RESULTS** and finally to **ANALYSIS VERIFIED**. If the lab test failed, the status becomes **FAILED ANALYSIS**.

Various actions on individual Container Lines are available—replacing labels, reverting part of the Container Line to a Seed Line etc. Examples of these are shown in the diagram below. Many of these actions result in new Container Lines being created and the old ones changing to REMOVED status.

More complex actions such as change of scheme and change of class for partial lots are described in *Section 7 - Manage MD Lots – Additional actions*.



HINT

*You can use the **Label Sequence Number** filter to quickly locate and open the MD Lot that contains a particular sequence number.*

6.2 Actions and their availability during 'Test phase'

Important note about some upcoming changes

The actions available to Processors during the different stages of MD Lot life cycle are presently being reviewed and updated. It is expected that additional key actions for certain stages will be available to Processors when the system goes live.

6.2.1 Actions that apply to the whole MD Lot

Action buttons	Available here?	Notes
Revert Lot to Seed Line	No	Not available after labels ordered.
Withdraw from Certification	**Yes**	Must confirm labels destroyed if after labels ordered.
Downgrade MD Lot	**Yes**	Available unless class is already the lowest permitted class for the species (i.e. no Downgrade available).
Edit Merchant Reference	**Yes**	
Transfer Control	**Yes**	
Request Lab Test	**Yes**	
Resend Lab Test application	Yes	Available after a Lab Test has been successfully requested
Order labels	No	

6.2.2 Actions that apply to individual container line label orders

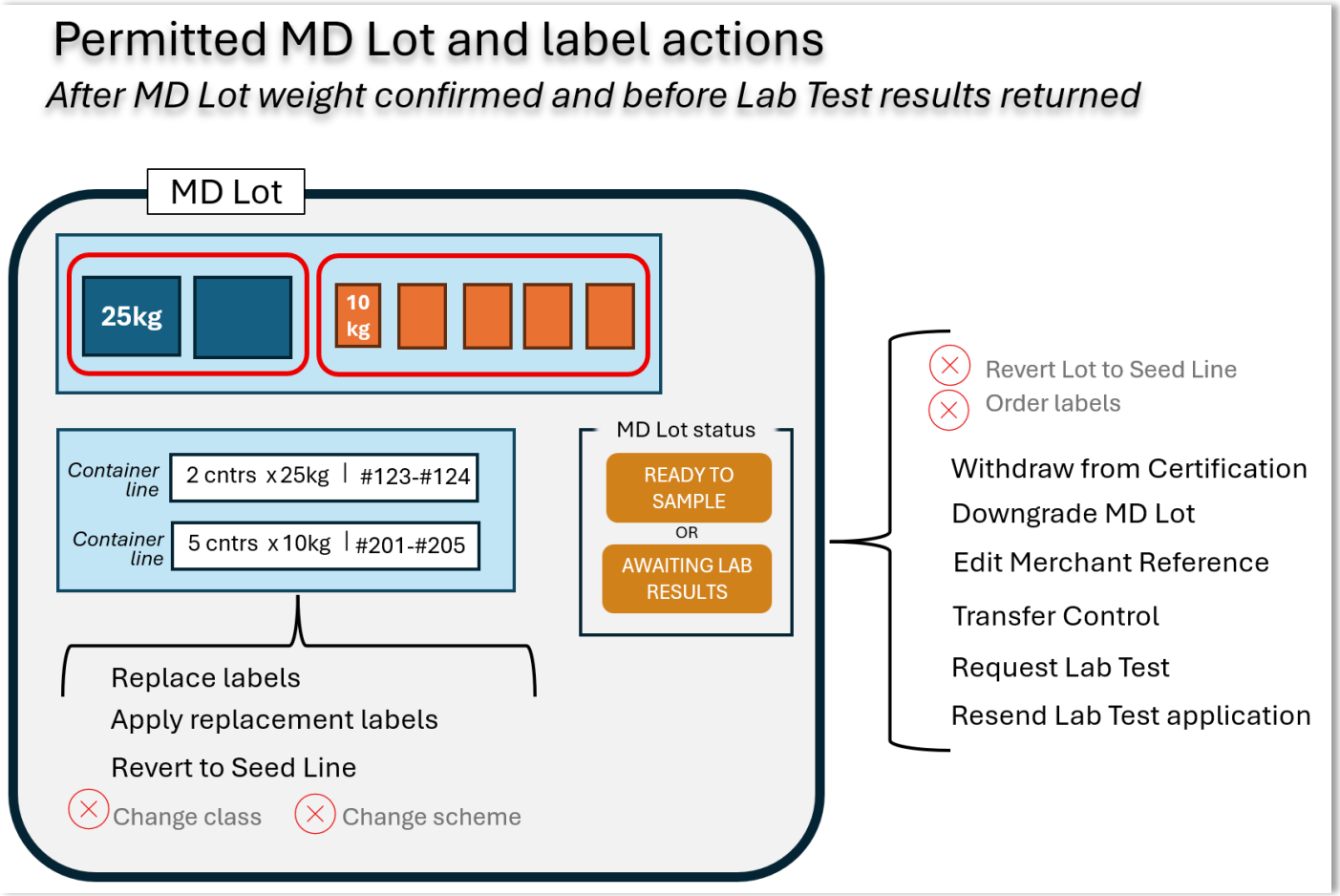
Actions	Available here?	Notes
Replace labels	**Yes**	
Apply replacement labels	**Yes**	
Revert to Seed Line	**Yes**	
Change class	No	Not available until lab test has been completed.
Change scheme	No	Not available until lab test has been completed.

6.2.3 Individual container line status and the actions available

Status	Available actions
PENDING RELABEL	Apply replacement labels
LABELLED	Replace labels Revert to Seed Line

REVERTED	None
REMOVED	None

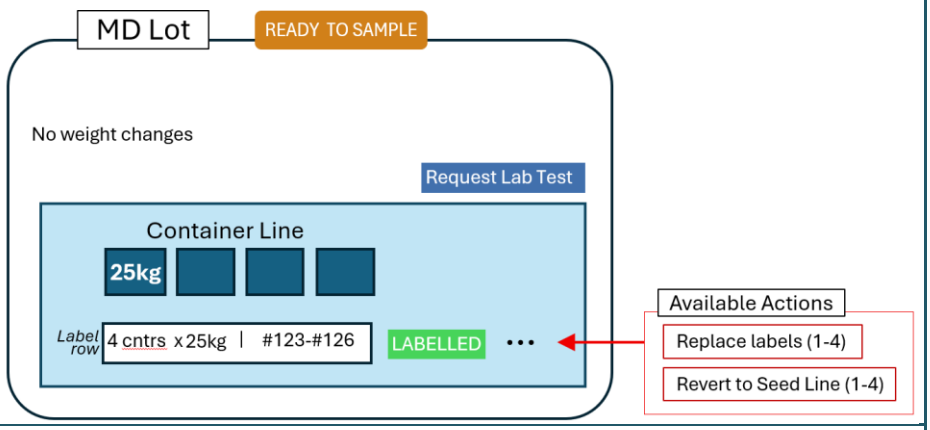
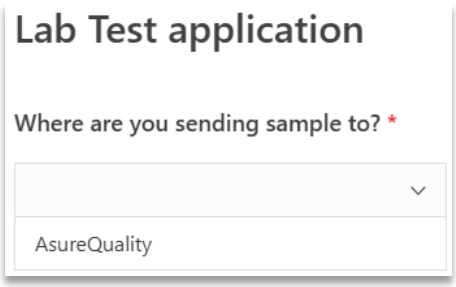
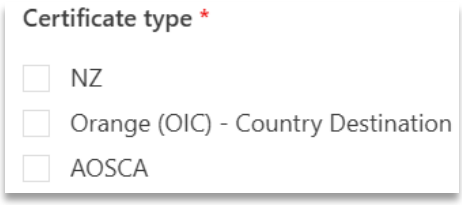
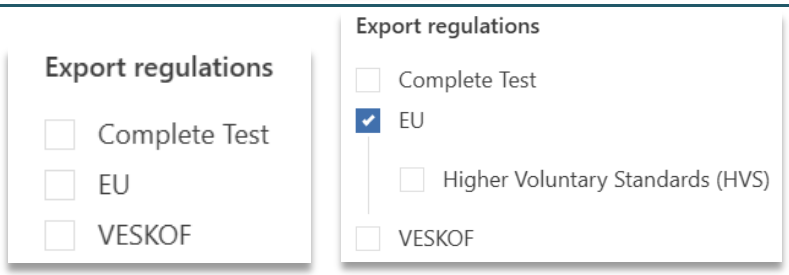
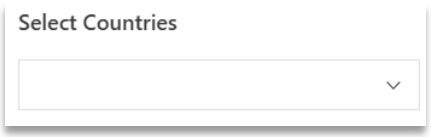
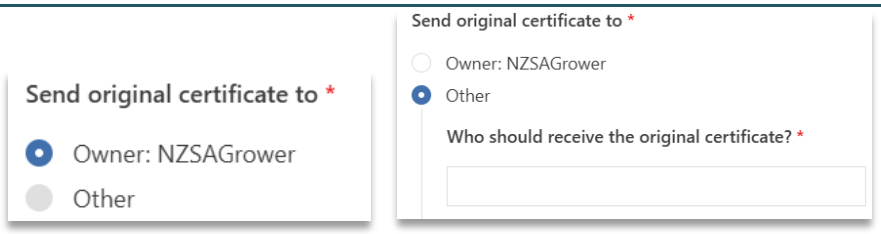
6.2.4 Summary of permitted MD Lot and label actions

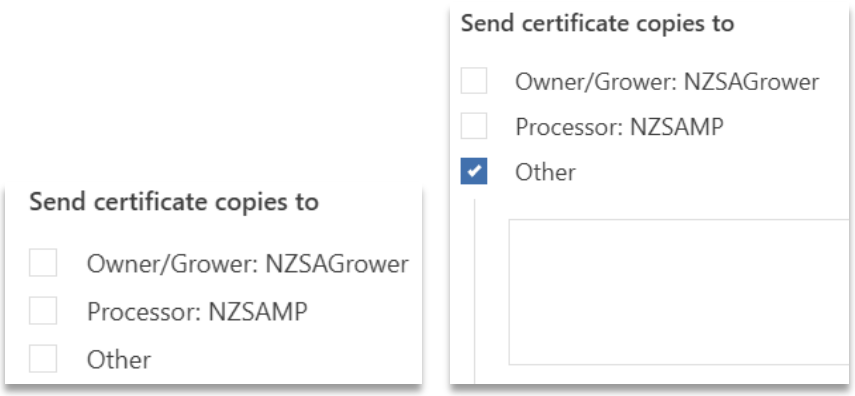
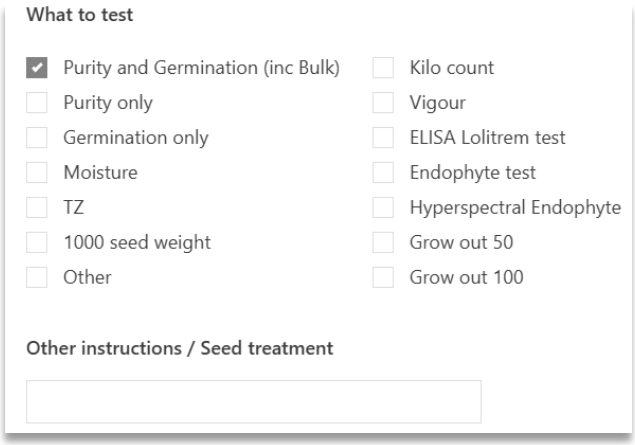
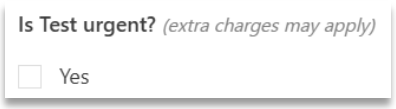
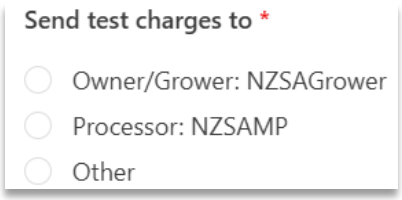


6.3 Main flow during 'Before lab test complete'

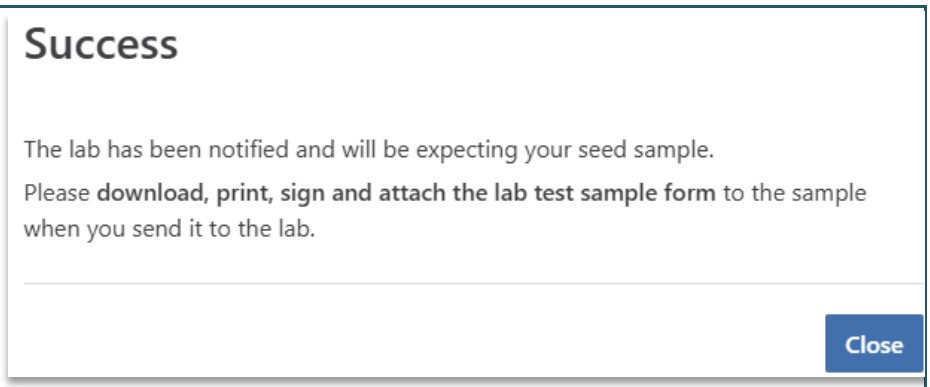
	Flow description	Notes
1	The user requests a lab test. The user does not make any changes to labels or container lines while waiting for the lab test result.	See example on next page.

6.3.1 Main flow detailed example

Step	Notes
The MD Lot status is READY TO SAMPLE.	
Click **Request lab test**. Select AsureQuality for the destination (the only choice at this stage).	
Select one or more Certificate types.	
Optionally select Export regulations.	
Optionally select Countries.	
Select destination for Original Certificate. If Other, enter details.	

Optionally send copies.	
Optionally select other test details.	
	
Select destination for test charges.	
Select destination for certificate charges.	
Click **Submit**.	

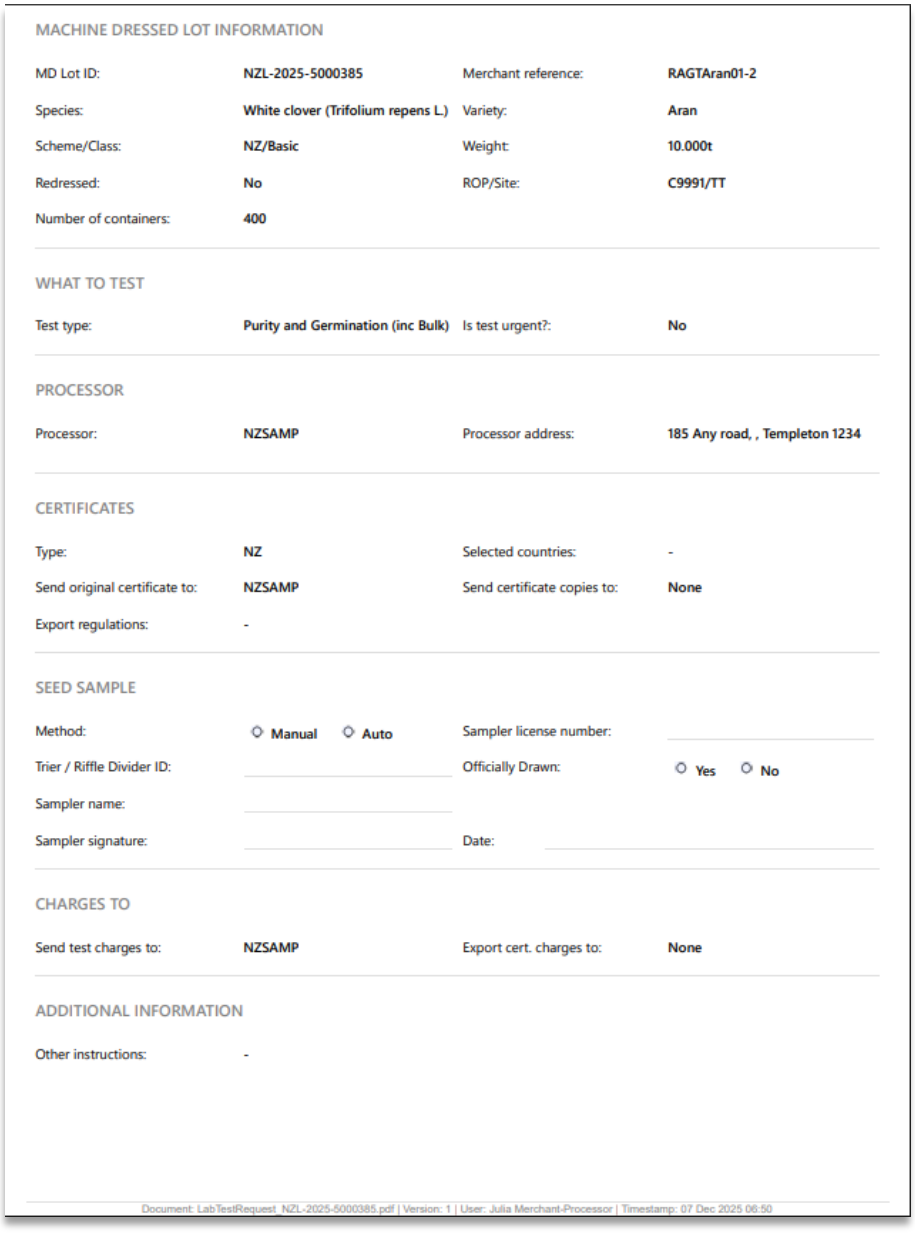
After a short pause...



SCIS creates and opens a new browser tab with a PDF containing the lab test sample form.

Please fill out the requested information.

The Official Sampler must sign the form.



MACHINE DRESSED LOT INFORMATION

MD Lot ID:	NZL-2025-5000385	Merchant reference:	RAGTAran01-2
Species:	White clover (Trifolium repens L.)	Variety:	Aran
Scheme/Class:	NZ/Basic	Weight:	10.000t
Redressed:	No	ROP/Site:	C9991/TT
Number of containers:	400		

WHAT TO TEST

Test type:	Purity and Germination (inc Bulk)	Is test urgent?:	No

PROCESSOR

Processor:	NZSAMP	Processor address:	185 Any road, , Templeton 1234

CERTIFICATES

Type:	NZ	Selected countries:	-
Send original certificate to:	NZSAMP	Send certificate copies to:	None
Export regulations:	-		

SEED SAMPLE

Method:	○ Manual ○ Auto	Sampler license number:	
Trier / Riffle Divider ID:		Officially Drawn:	○ Yes ○ No
Sampler name:			
Sampler signature:		Date:	

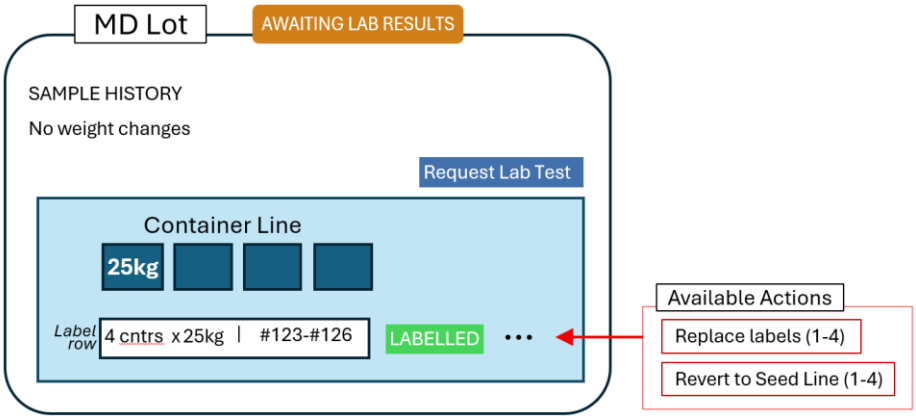
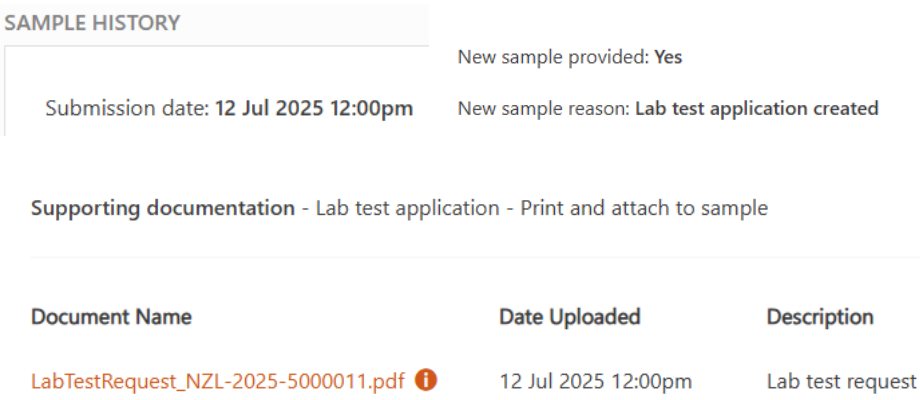
CHARGES TO

Send test charges to:	NZSAMP	Export cert. charges to:	None

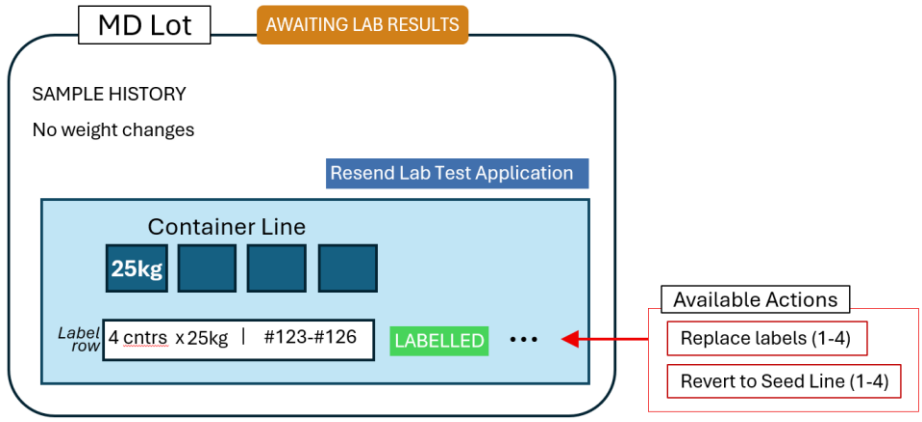
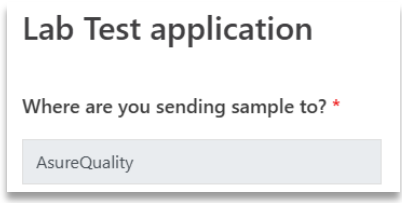
ADDITIONAL INFORMATION

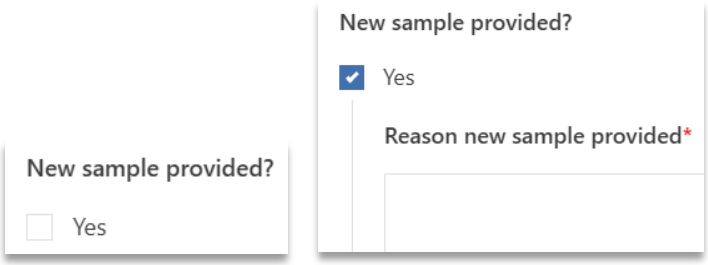
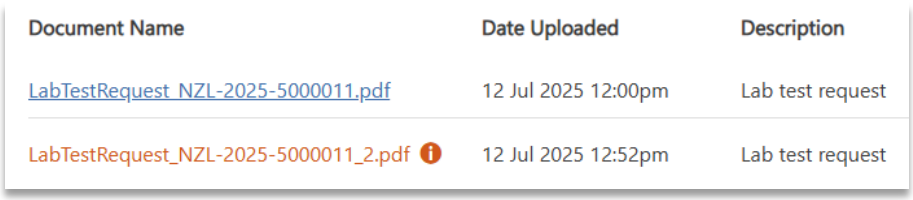
Other instructions:	-

Document: LabTestRequest_NZL-2025-5000385.pdf | Version: 1 | User: Julia Merchant-Processor | Timestamp: 07 Dec 2025 06:50

The status of the MD Lot has changed to AWAITING LAB RESULTS.	
The MD Lot now contains a SAMPLE HISTORY section.	

6.3.2 Main flow addition – requesting a new test (with or without new sample)

Step	Notes
The MD Lot status is AWAITING LAB RESULTS.	
Click **Resend Lab Test Application**. AsureQuality is already selected.	

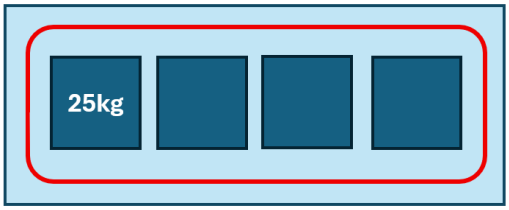
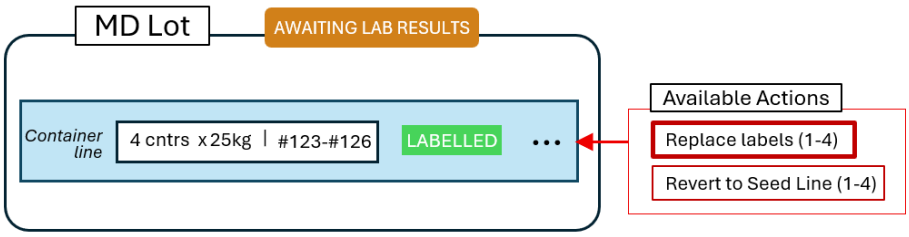
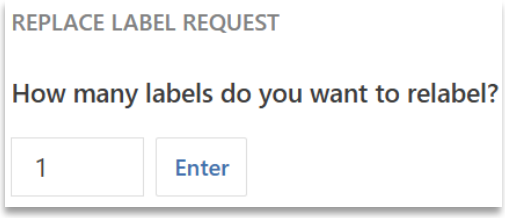
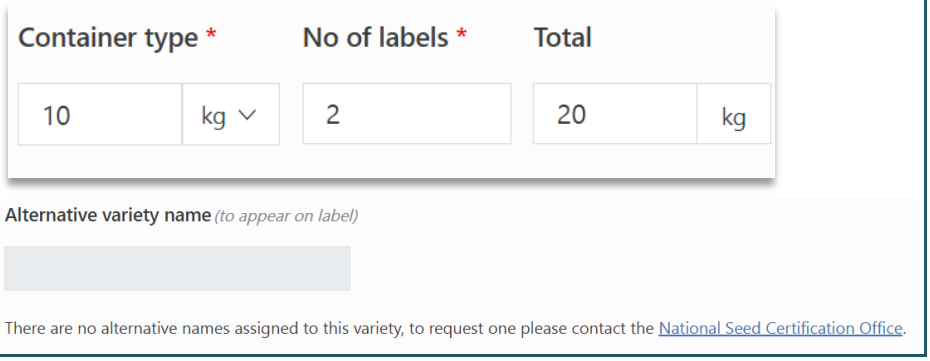
A new sample may or may not be provided.	
Enter all other details as described in Section 0- *Main flow detailed* example.	
The Sample History section now includes both Lab Test Requests. Note that in the example shown here, hovering over the information symbol displays the message 'The file is awaiting its virus detection scan'.	

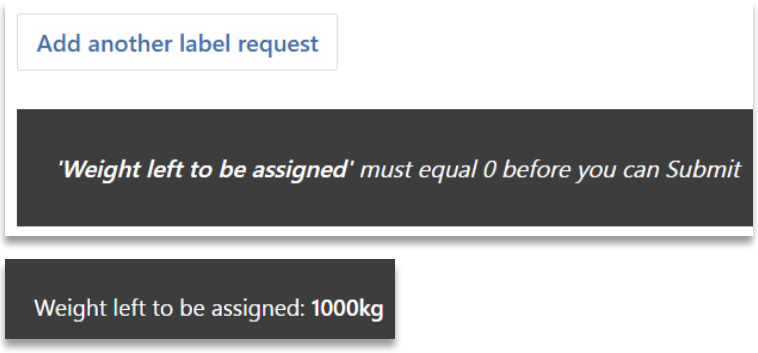
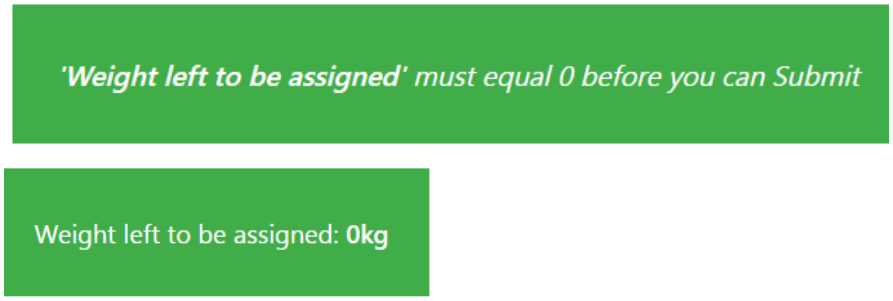
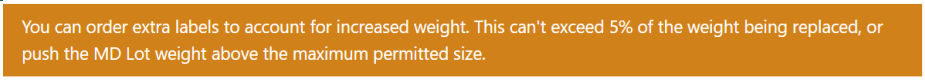
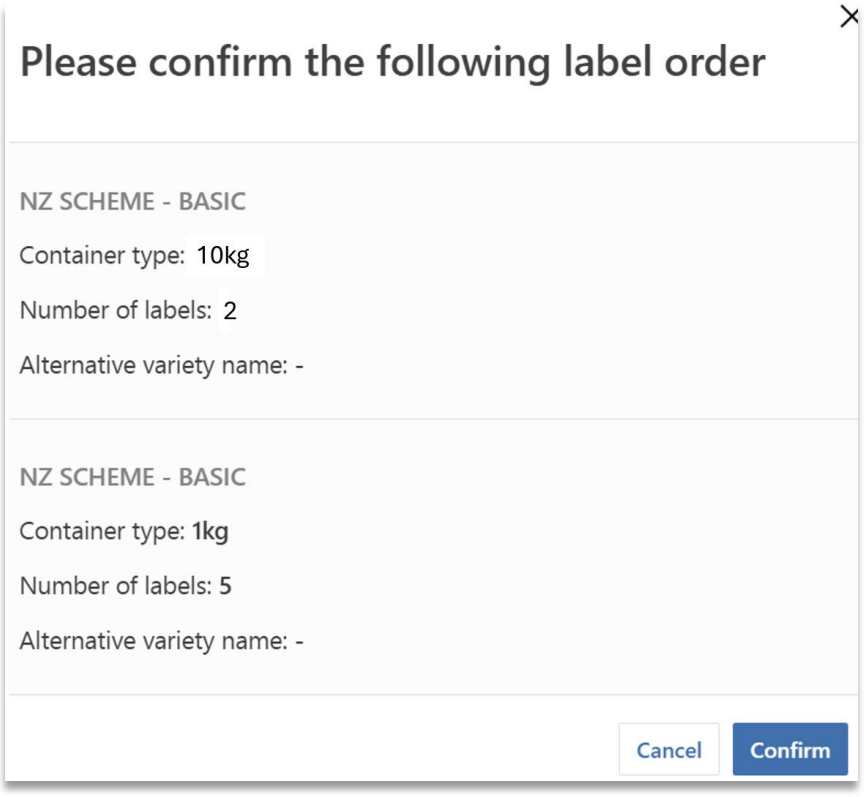
6.4 'Replace label' flows during 'before lab test complete'

These flows are described in detail in the following pages. More detailed examples will be added in the future.

	Flow description	Notes
2	*MD Lot containers are a single size.* *The MD Lot is re-bagged into different size containers.* *Labels are ordered for all new containers using* ***Replace labels****.* *All labels are applied and therefore there are no weight adjustments.*	

6.4.1 Example 2 – Replace all labels within a Container Line

Step	Notes
The MD Lot status is READY TO SAMPLE or AWAITING LAB RESULTS.	 • MD Lot current total weight is 100kg. • It is physically bagged in 4 x 25kg bags. • There is currently one SCIS 'Container Line' for the MD Lot. • One of the 25kg containers is re-bagged into 2 x 10kg bags and 5 x 1kg bags. • The Processor uses **Replace labels** to tell SCIS about this change.
	
Click **Replace labels**.	
Since only one container is being re-bagged, enter 1 label to relabel.	
Enter Container type 10kg and 2 labels.	

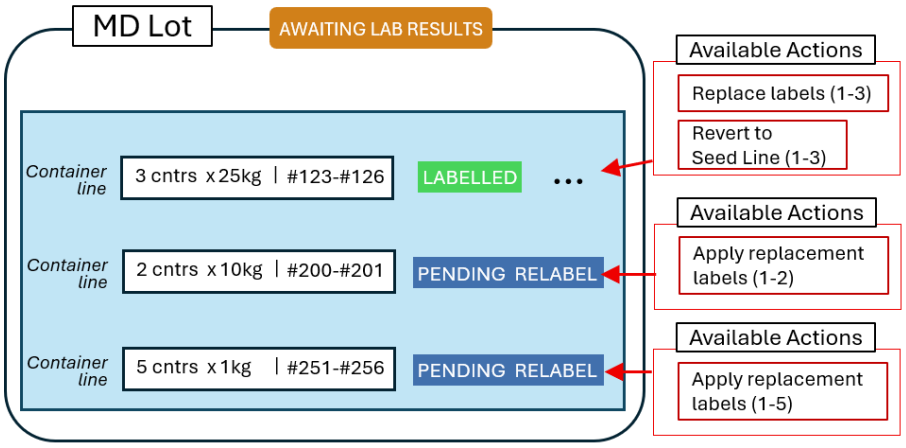
	
Click add another label request. Enter the details for the 5 x 1kg bags.	
	
	
Click **Submit**.	

The original single Container Line has been split into three Container Lines.

One is the original, still with the same sequence number range.

There are two new Container Lines, one for the 2 x 10kg containers, and one for the 5 x 1kg containers. Each of these has new sequence numbers.

The status of the new Container Lines is **PENDING RELABEL**.

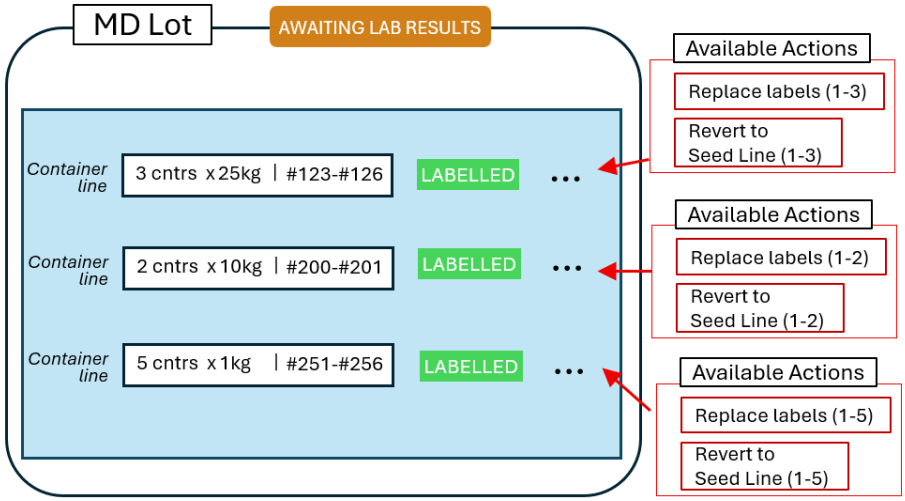


Click the **Apply replacement labels** action beside each Container Line.

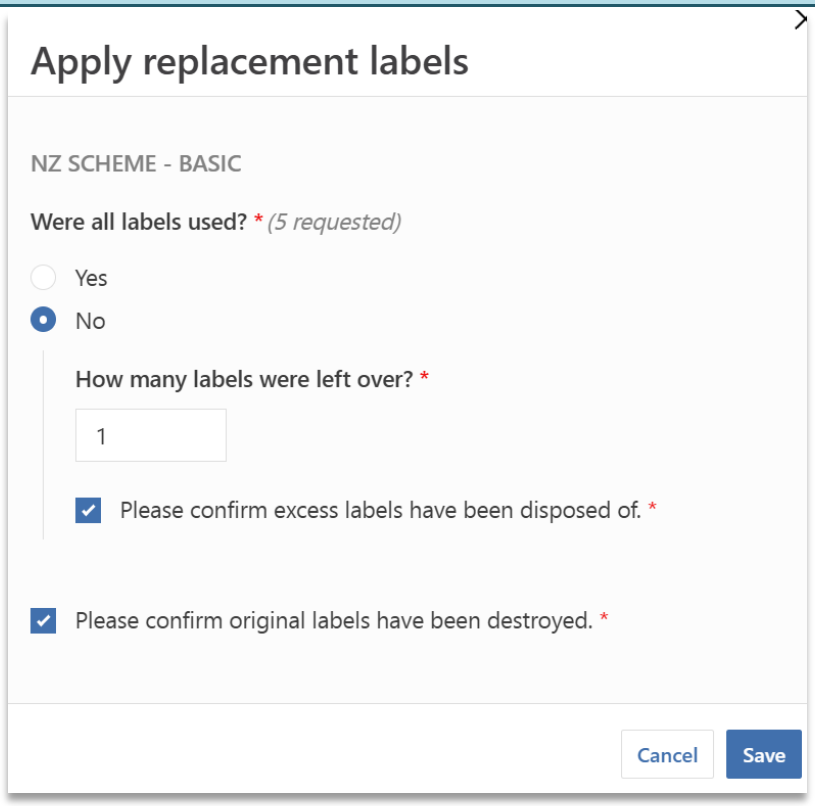
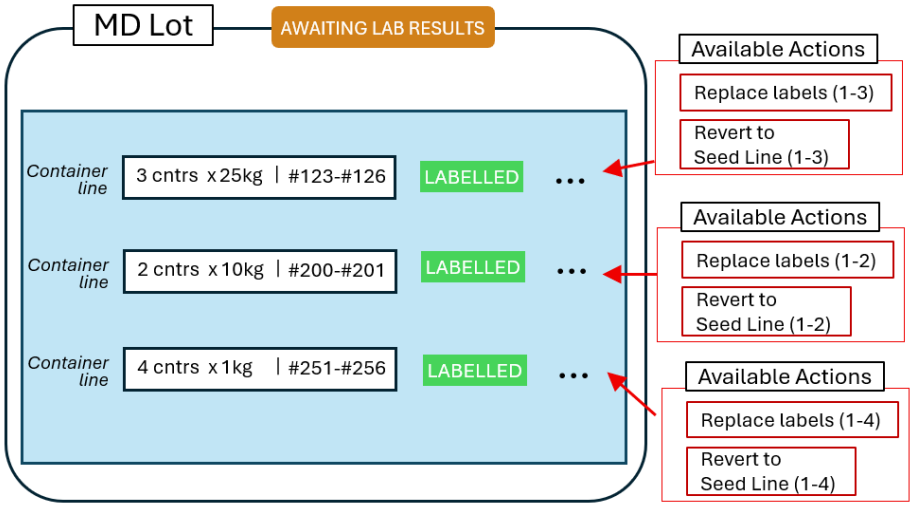
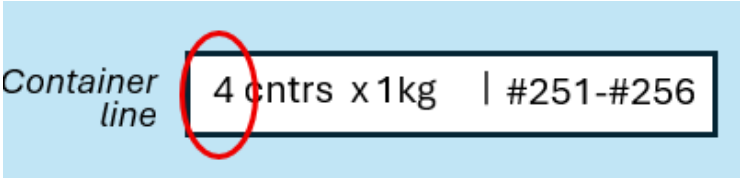
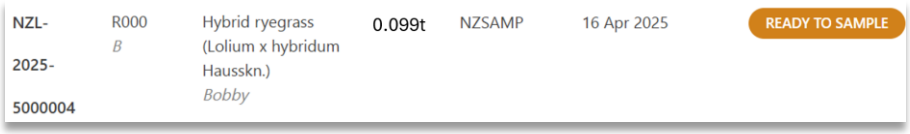
Confirm that all labels were used and that the original labels have been disposed of.

NOTE: See below for alternate flow —not all labels were applied.

The MD Lot now has three labelled Container Lines.

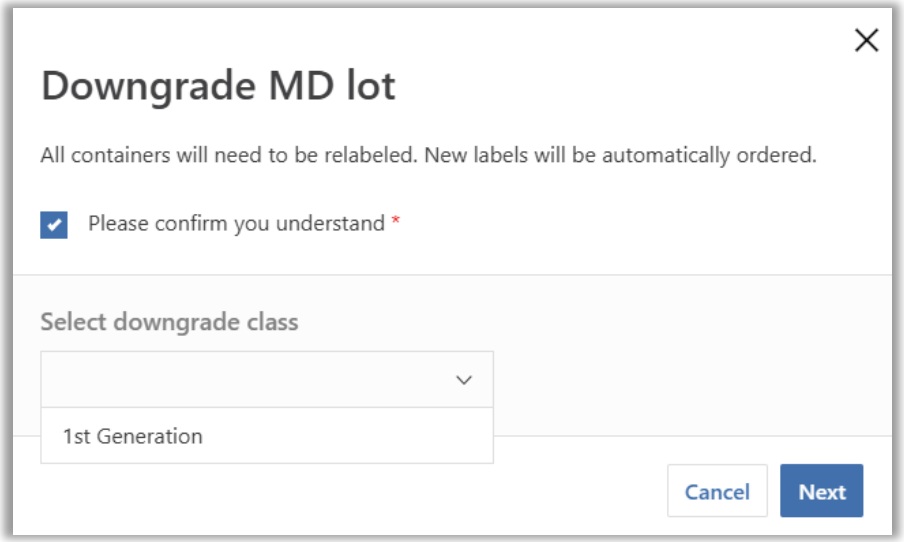
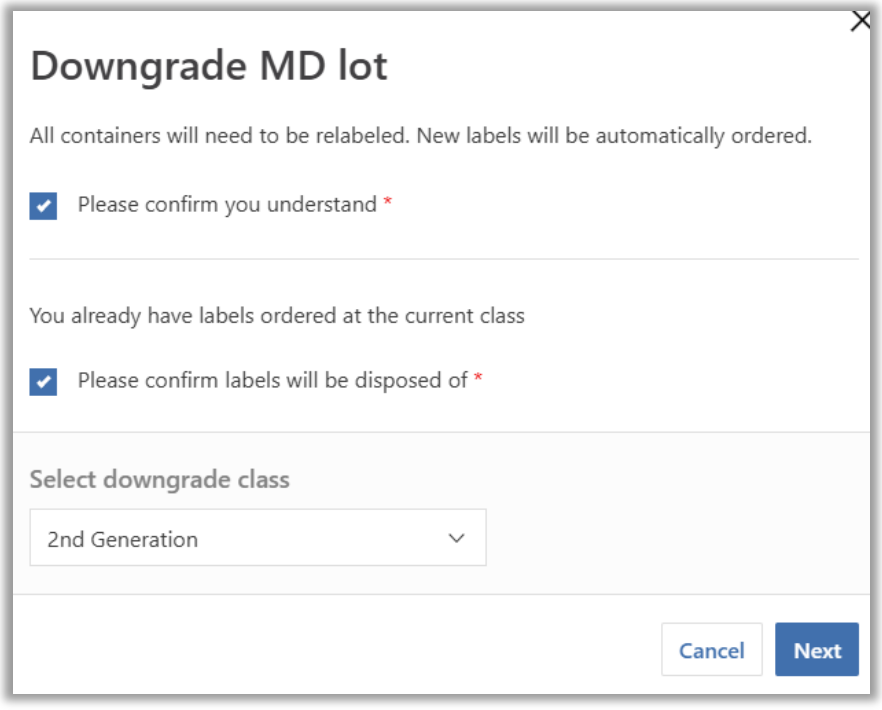


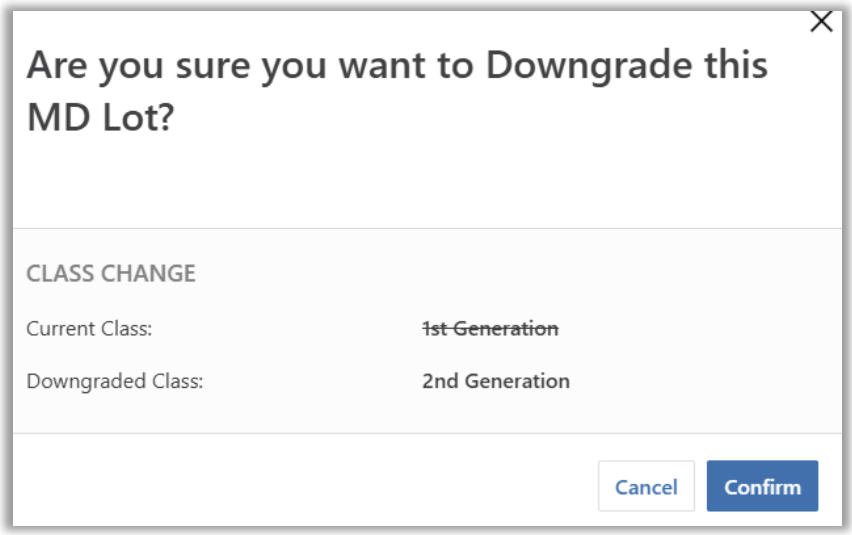
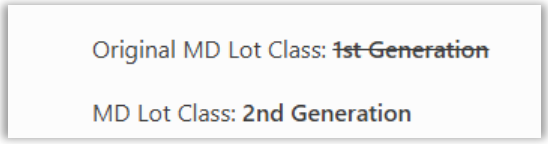
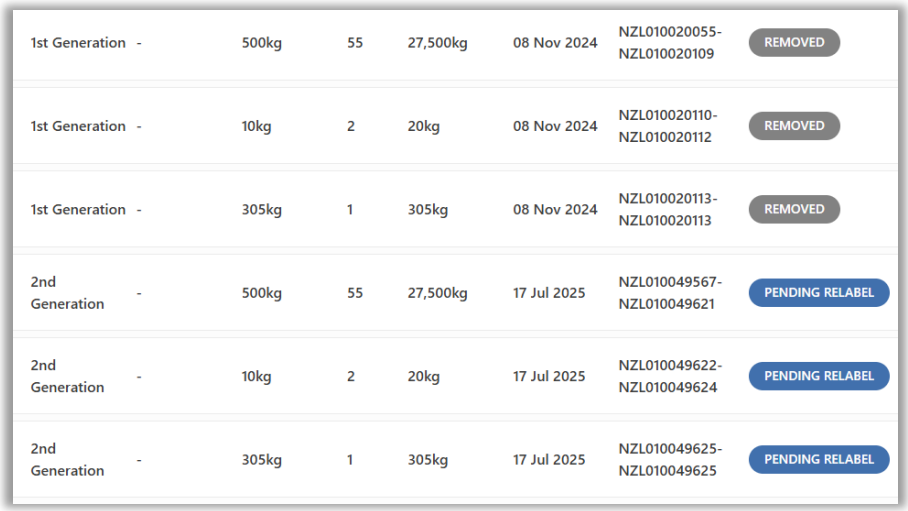
6.4.2 Alternate flow – not all labels applied, resulting in a (small) MD Lot weight change

Step	Notes
Click the **Apply replacement labels** action beside the 5 x 1kg Container Line. Click **No** and enter **1** label left over. Confirm that this label has been disposed of, as well as all the original labels being replaced.	
As shown here and in the row below, SCIS has adjusted the number of Containers from 5 to 4. It also adjusts the weight of the Container Line. The sequence number range remains the same. This range is never updated after it is originally assigned.	
	
SCIS allows this small weight change because the MD Lot is still within 5% of its original weight. The total MD Lot weight is updated.	

The MD Lot **Weight changes** section now includes a new row showing the date/time, user, old weight and new weight, as well as the reason: 'Apply replacement labels – Not all applied'.	**Reason** Apply Replacement Labels - Not all applied

6.5 Downgrading a MD Lot

Step	Notes
The Downgrade action is available because: • the MD Lot has been confirmed • a lower class is permitted for this species	
If a label order is in progress, there is an additional question.	

The Processor confirms the Downgrade.	
SCIS adds information about the downgrade to the INFORMATION section of the MD Lot.	
SCIS automatically changes the current Container Lines to REMOVED status and creates new Container Lines with status PENDING RELABEL.	

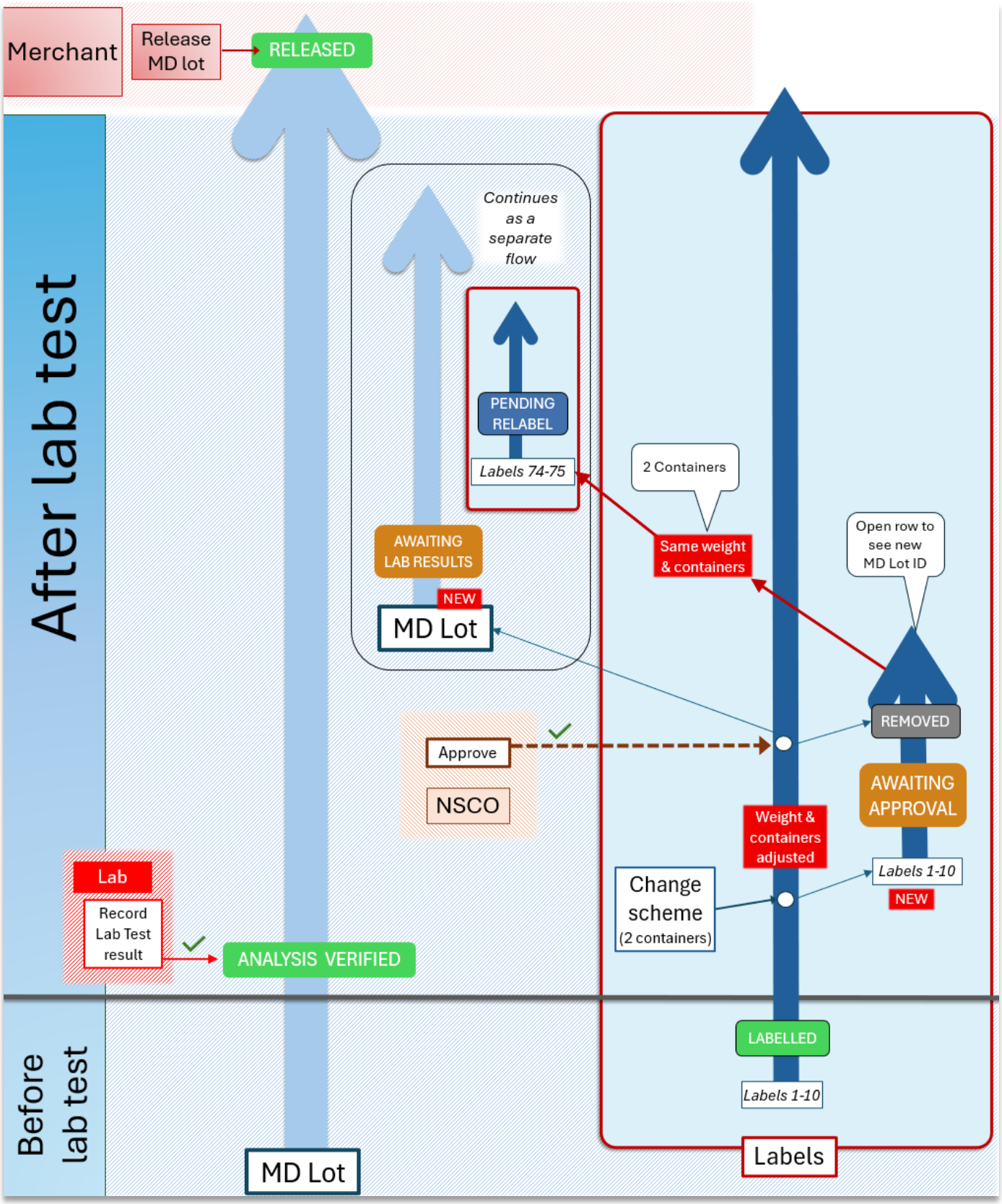
- Change scheme for a Container Line (or portion of it)
- Change class for a Container Line (or portion of it)

7.1 Change the scheme of some or all Containers in an individual Container Line

This is a complex flow.

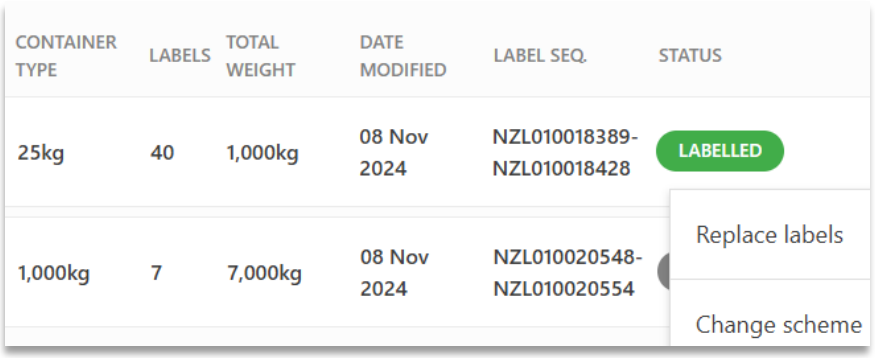
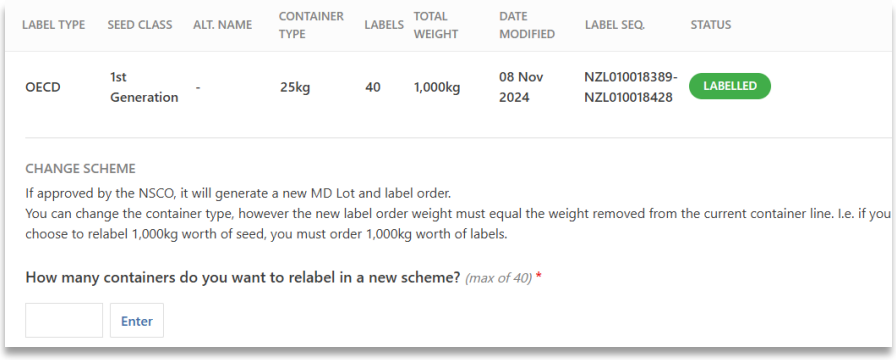
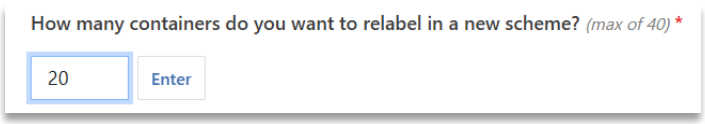
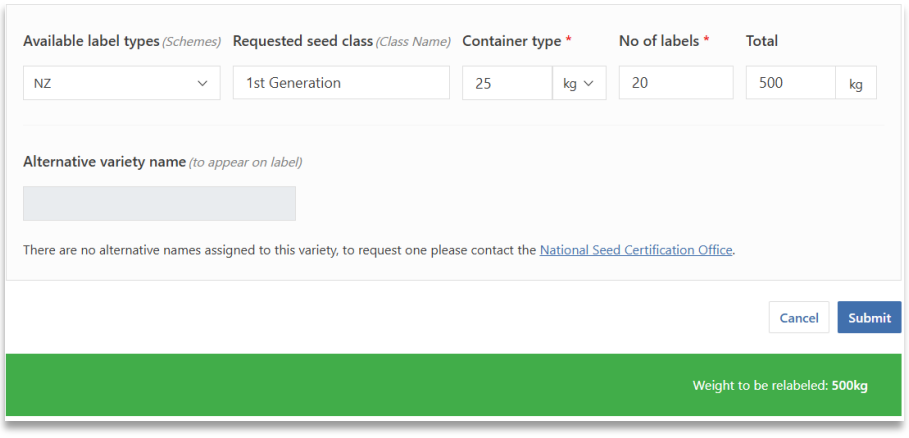
SCIS initially splits the Container Line, creating a temporary Container Line with the number of Containers specified by the Processor to change scheme.

When the request is approved by the NSCO, SCIS creates a new MD Lot with the new scheme, and sets it to AWAITING LAB TEST status with the new Container Line set to PENDING RELABEL status.

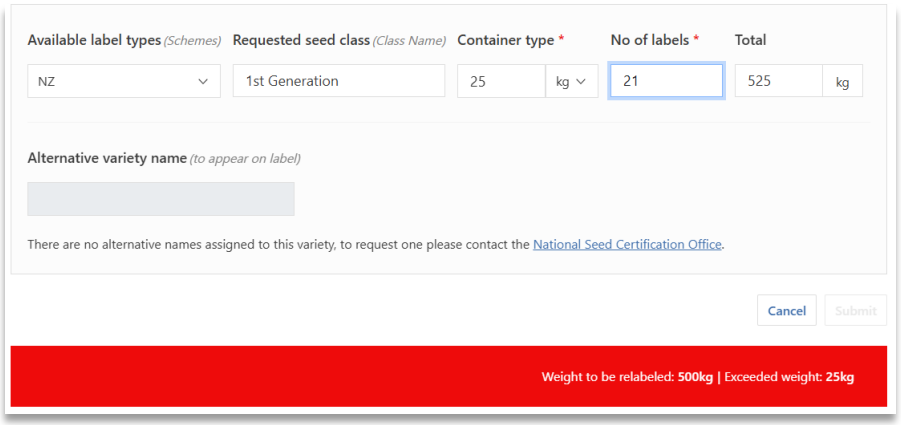


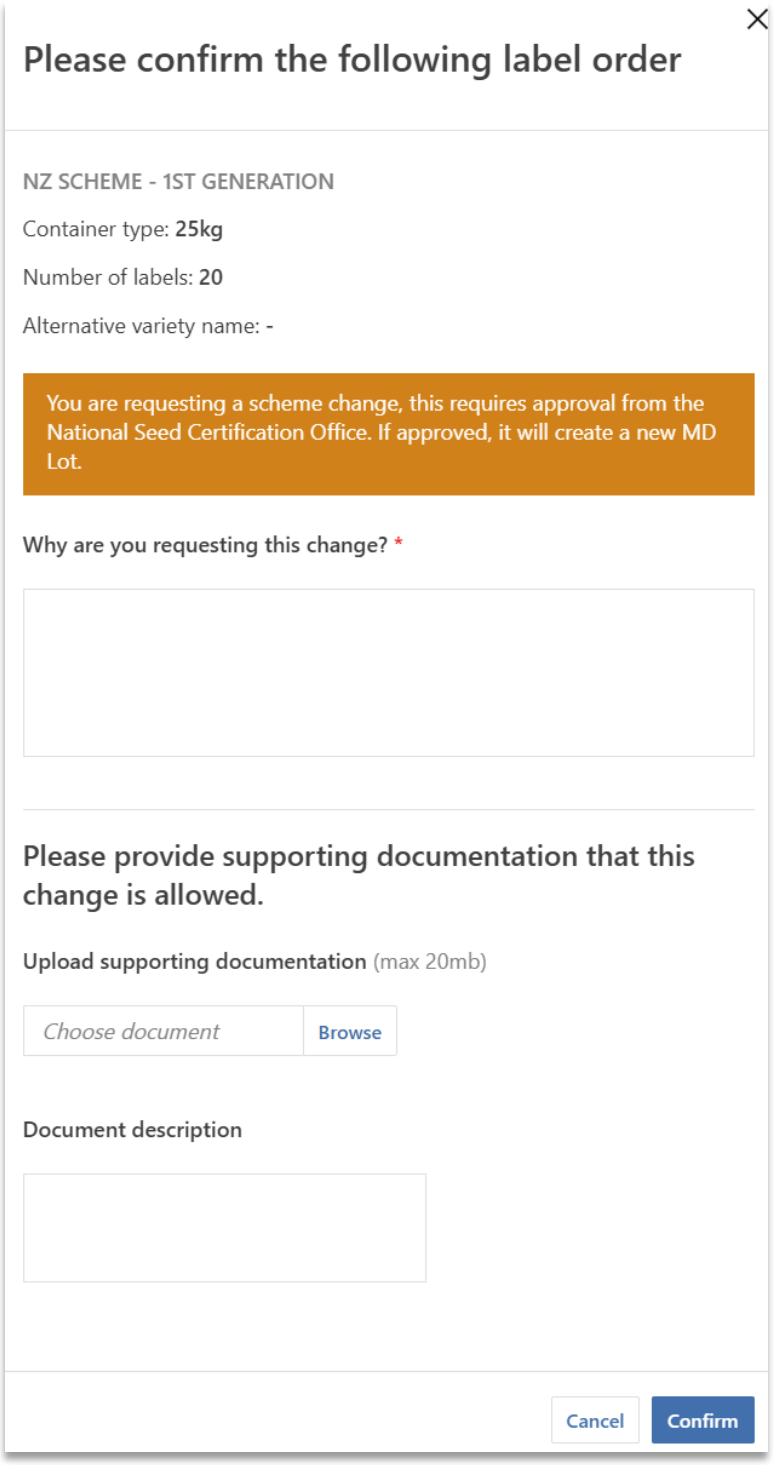
7.2 Change of scheme for a Container Line (or portion)

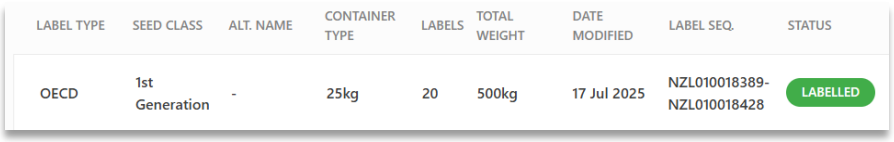
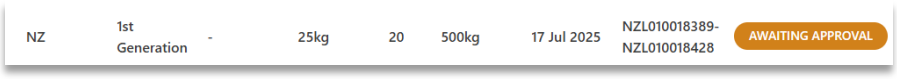
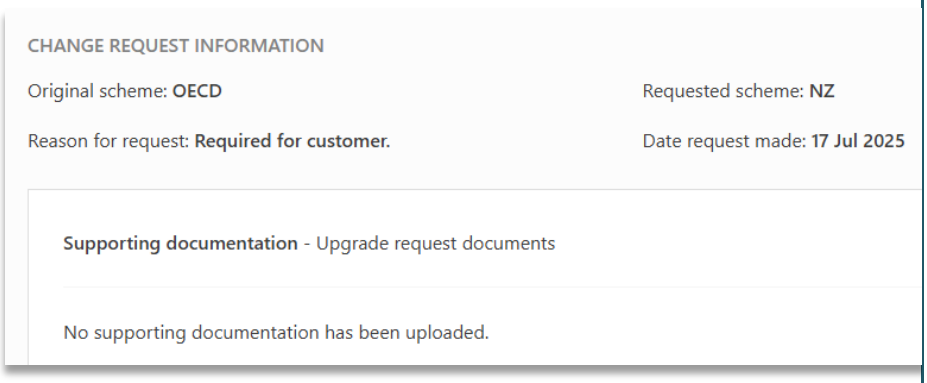
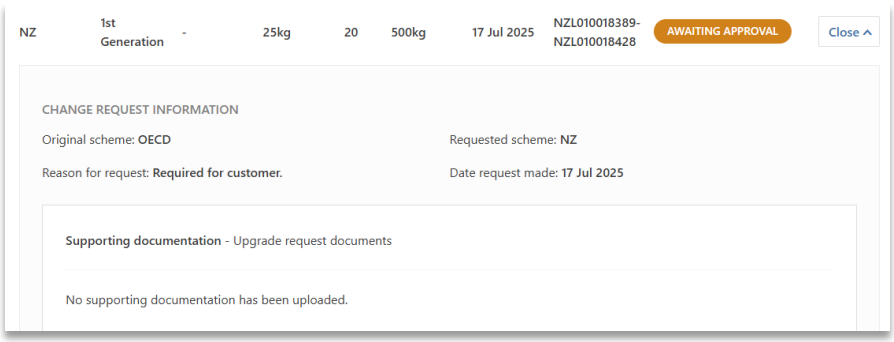
7.2.1 Change scheme detailed example

Step	Example
Click **Change scheme** on the appropriate Container Line row. In this example, it is the row with 40 containers of 25kg.	
SCIS displays information about the change, and then asks for the number of containers to move to the new scheme.	
For reference, the text on this screen is repeated here.	If approved by the NSCO, it will generate a new MD Lot and label order. You can change the container type, however the new label order weight must equal the weight removed from the current container line. I.e. if you choose to relabel 1,000kg worth of seed, you must order 1,000kg worth of labels.
The Container Line currently holds 40 containers. Enter **20** to change the scheme for 20 containers.	
SCIS fills in values for Container type and no. of labels – but these can be changed by the Processor. Select the new scheme required.	

SCIS will check the total weight of the requested containers.





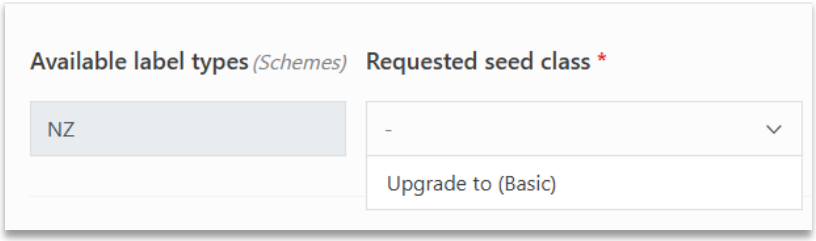
The Existing Container Line (OECD) now has 20 containers instead of 40 containers.	
SCIS has created a new Container Line (NZ) with 20 containers and a status of AWAITING APPROVAL.	
Opening the new Container Line shows a **Change Request Information** section. This section shows the old and new schemes, and any information entered by the Processor for the change of scheme.	
	

7.3 Change of class for a Container Line (or portion)

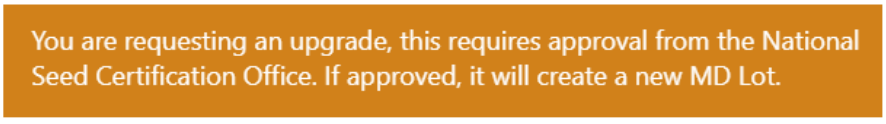
7.3.1 Change class detailed example

The flow for **Change class** is identical to the **Change scheme** class except for the following:

Scheme is fixed. The Processor selects from available classes in the dropwdown.



The warning message =relates to change of class.



8 Release process

- Performing a Release (for NZ and AOSCA schemes)
- Requesting a Release (for OECD and OECD/EU schemes)

8.1 Introduction

This section is a copy of the information in the Merchant's User Guide. It is included here because the final status for a MD Lot is RELEASED, and Processors may wish to understand exactly what is required in the Release process.

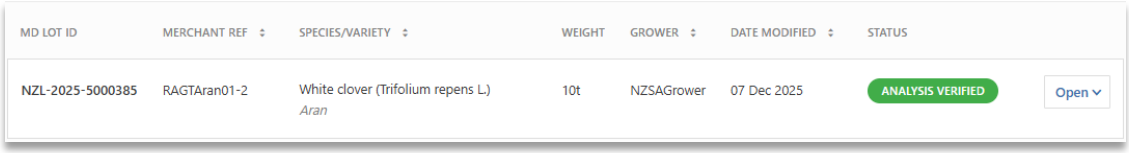
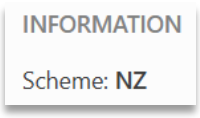
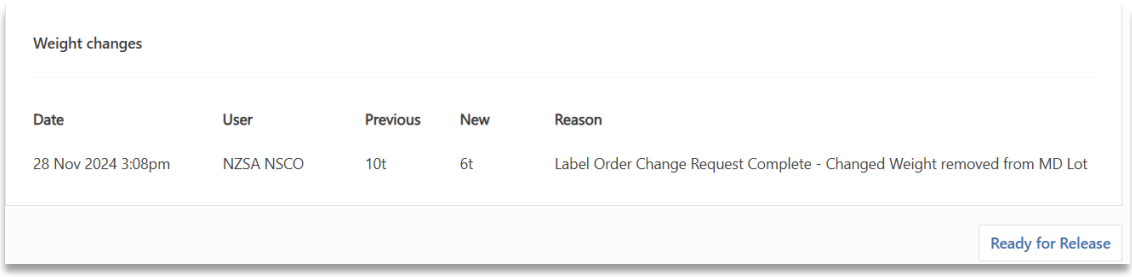
The Release process is straightforward if the Merchant is an MAO and the MD Lot is NZ or AOSCA scheme – the Merchant clicks the **Ready for Release** button, confirms a few details, and then clicks the **Release** button. The MD Lot status is now RELEASED.

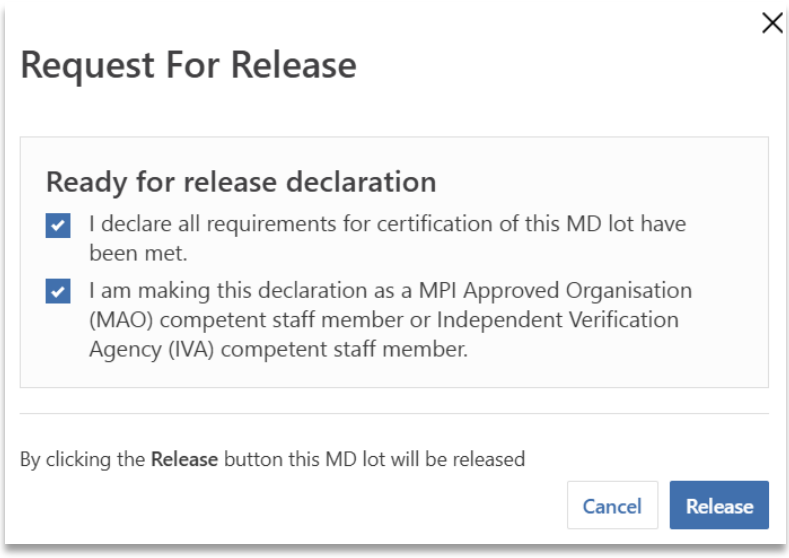
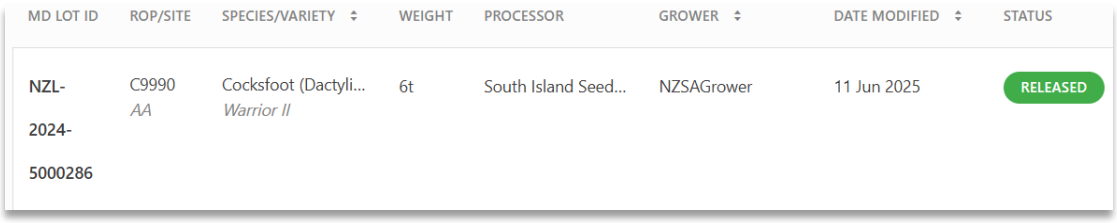
For OECD MD Lots, the Merchant clicks the **Ready for Release** button and confirms a few details, but then clicks the **Request Release** button. MPI completes the final step which changes the status to RELEASED.

Other (less common) scenarios are also described in this section.

8.2 Releasing MD Lots (NZ and AOSCA schemes—Merchant is an MAO)

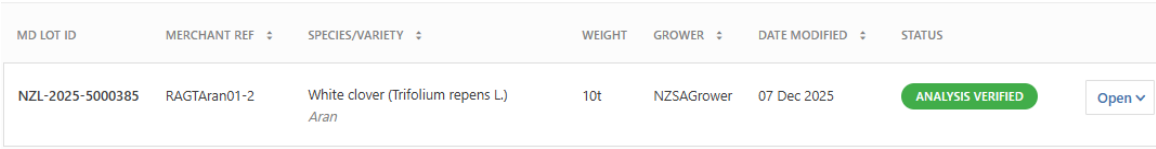
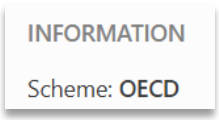
MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

Description	Example
Use Filtering by Status to display MD Lots in **ANALYSIS VERIFIED** status. Optionally apply additional filtering by Species, Variety or Processor.	
Open the row, and check that the Scheme is NZ or AOSCA.	
Scroll down to the bottom of the main section. Click the **Ready for Release** button.	

Read the Request for Release information and click the check boxes to confirm your agreement with the statements. Click **Release**.	
The MD Lot is now in **RELEASED** status.	

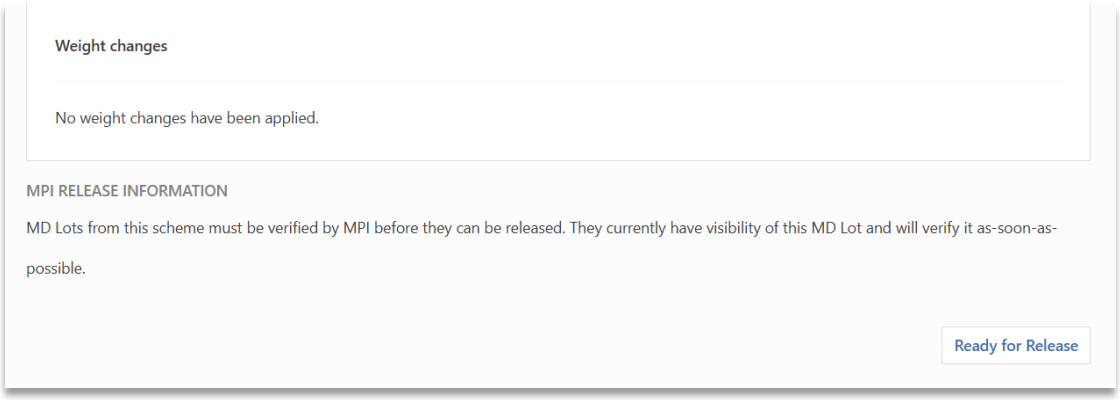
8.3 Requesting a release for an MD Lot (OECD and OECD/EU schemes)

MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

Description	Example
Use Filtering by Status to display MD Lots in **ANALYSIS VERIFIED** status. Optionally use additional filtering by Species, Variety or Processor.	
Open the row, and check the Scheme.	

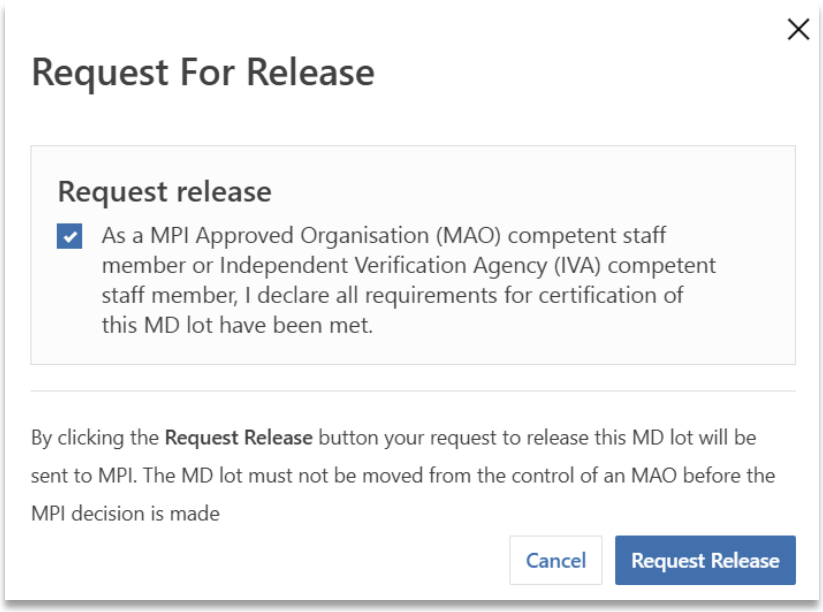
Scroll down to the bottom of the main section.

Click the **Ready for Release** button.

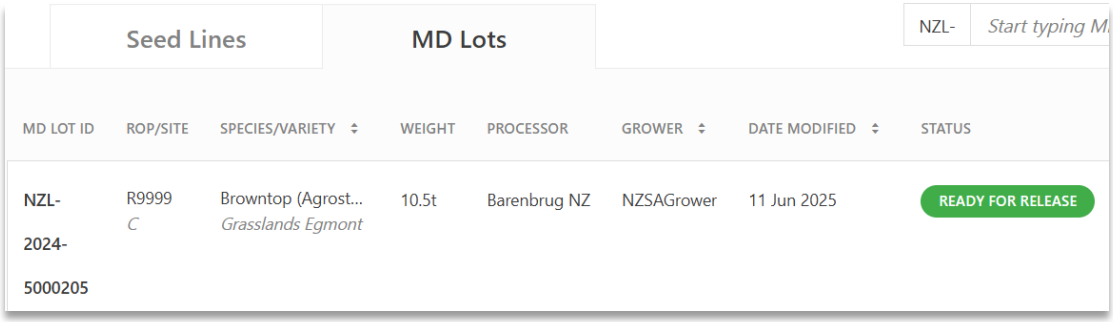


Read the Request for Release information and click the check boxes to confirm your agreement with the statement.

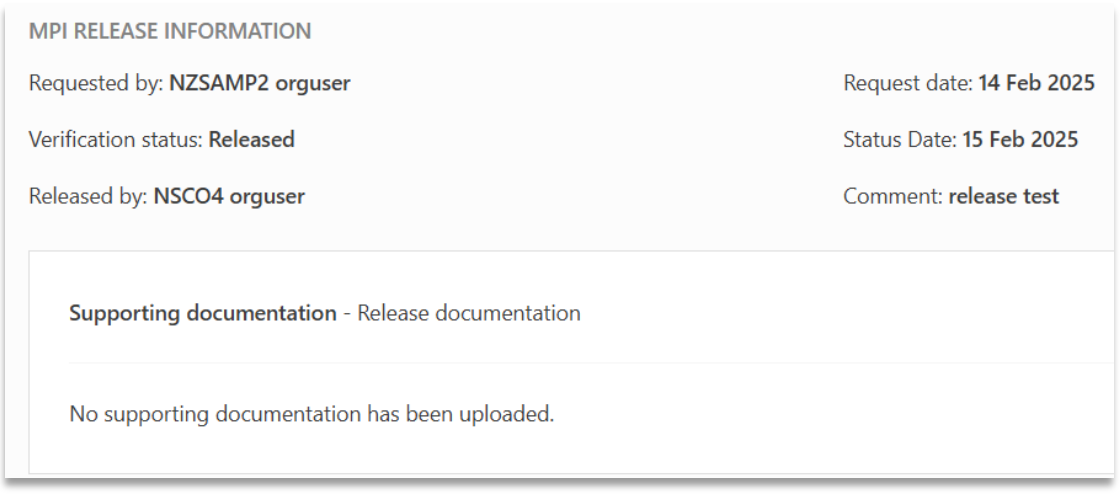
Click **Request Release**.

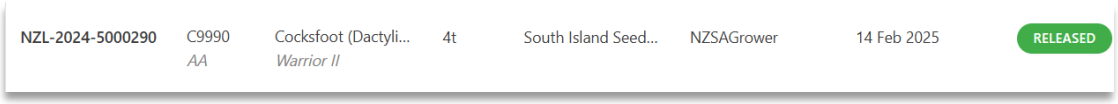
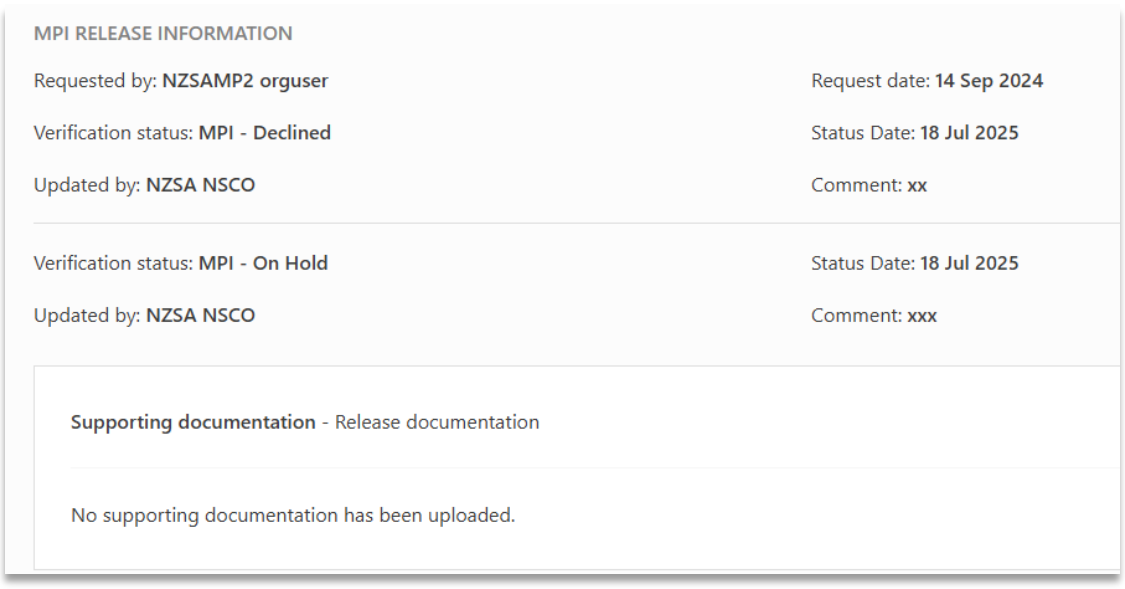


The MD Lot is now in **READY FOR RELEASE** status.



SCIS adds information about the MPI check to the MD Lot.



MPI changes the MD Lot to **RELEASED**.	
MPI may also Hold or Decline the MD Lot. In that case the MPI RELEASE INFORMATION section of the MD Lot contains a record of the actions.	

8.4 Requesting a release for an MD Lot (OECD and OECD/EU—Merchant is not an MAO)

MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

A Merchant that is not a MAO cannot perform the **Request for Release** themselves. Instead AsureQuality as the IVA will perform the Request for Release.

8.5 Releasing MD Lots (NZ and AOSCA schemes—Merchant is not an MAO)

MD Lots must be in **ANALYSIS VERIFIED** status before they can be Released.

A Merchant that is not a MAO cannot perform the Release themselves. Instead AsureQuality as the IVA will perform the Release.

8.6 Notes about the Release process for Publics

The final step of certified varietal seed production is the Release of the MD Lot(s) created from the crop.

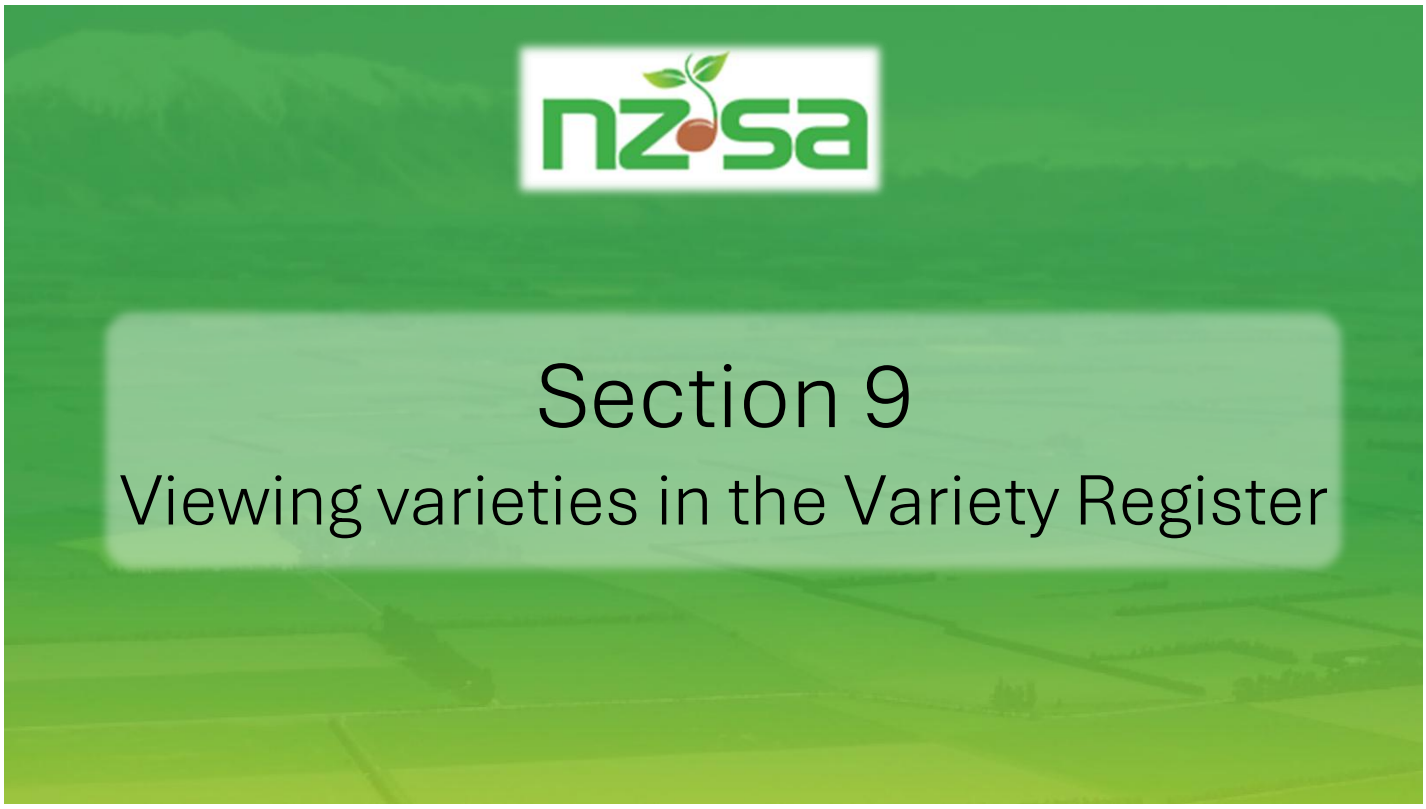
For MD Lots labelled under the NZ and AOSCA Schemes where the Grower is the Owner:

- **Release** is performed by the IVA (AsureQuality)

For MD Lots labelled under the OECD and OECD/EU Schemes where the Grower is the Owner:

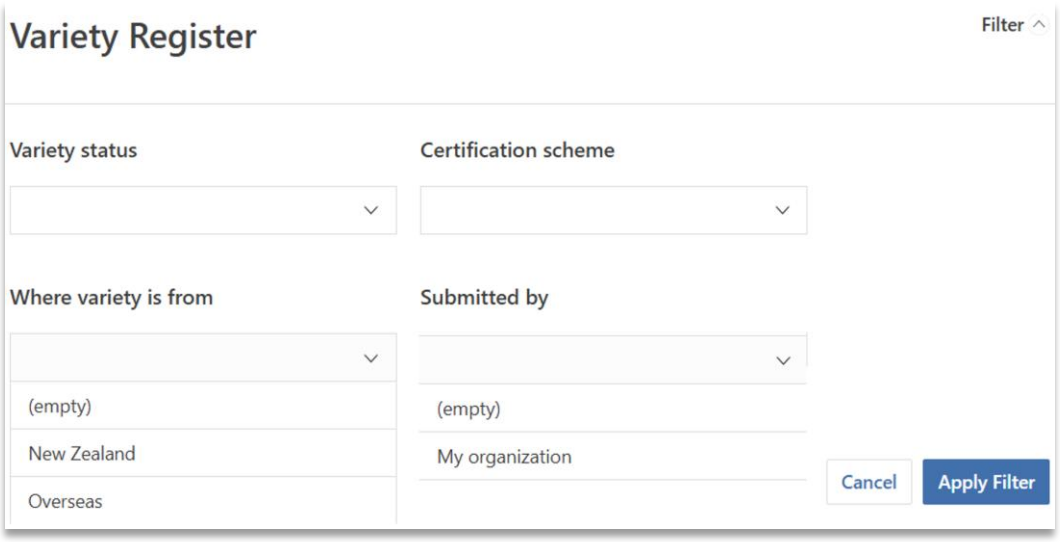
- **Release request** is performed by the IVA (AsureQuality)
- the **Release** action is performed by MPI

9 Variety Register

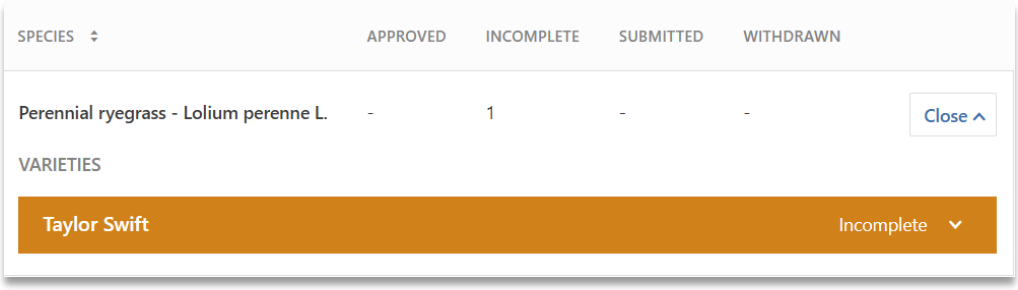


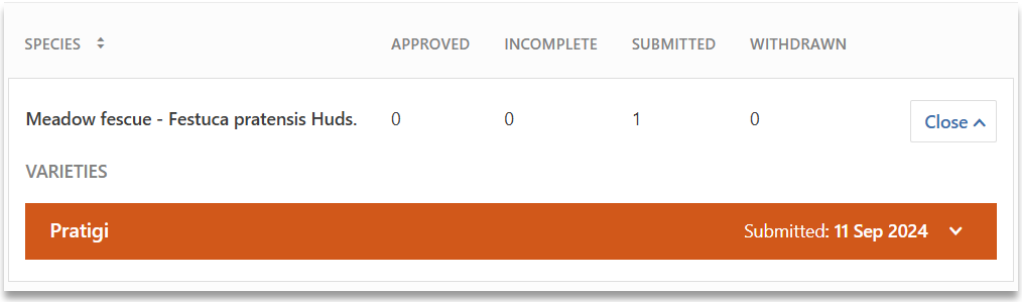
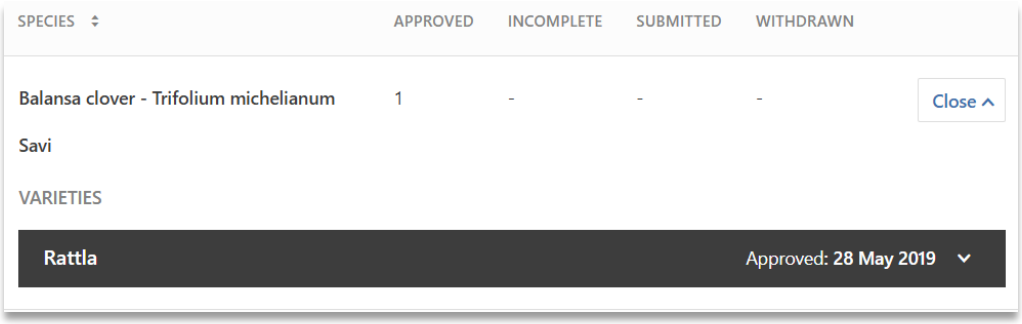
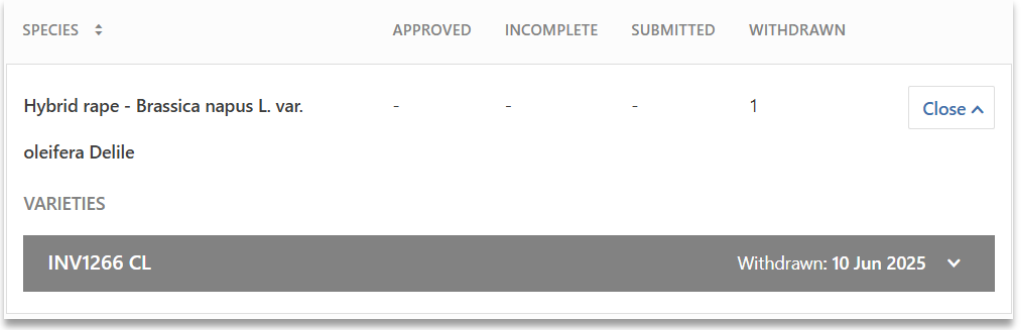
- Viewing varieties in the Variety Register

9.1 Filter options on the Variety Register screen

Filter options	Example
Variety status Certification scheme Where variety is from Submitted by	
Species Variety	

9.2 Status and colour coding on the Variety Register screen

Status	Example
Incomplete	

Submitted	
Approved	
Withdrawn	

10 Change Log

Version	Change description	Date	Author
1.4	First draft of new Processor Guide.	17/06/2025	Julia Ryan
1.6	Minor changes after first review	18/7/2025	Pat Ryan Julia Ryan
1.7	Replaced phases: now Process & Label, Test.	5/8/2025	Julia Ryan
1.8	Added a Transport Notice example. Updated screenshots to reflect new Actions menu. Added note above potential future changes to allowed actions. Renamed Section 7 to Manage MD Lots – Additional actions	6/10/25	Julia Ryan